



**DISTRICT POLICY MANUAL**

**JULY 2024**

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	Title: Purpose of the Policy Manual	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

The District Board of Directors will maintain a Policy Manual consisting of Board Policies (BOD), Operational Polices (OP), and Financial Polices (FP).

**GUIDELINES:**

1. The Policy Manual is a comprehensive listing of the Board’s current policies and regulations which have been approved by the Board, with the intent to review every two years or as needed. The Board may update any policy at any time at their discretion. The Policy Manual shall serve as a resource for the Board, staff, and members of the public in determining the manner in which matters of District business are to be conducted.
2. When necessary, policies shall be reviewed by the District Chief Executive Officer (CEO) and the General Counsel.
3. Adoption of a new policy or the amendment of an existing policy shall be accomplished at a meeting of the Board and shall require a majority vote of all Board Members present.
4. If any policy or portion of a policy contained in the Policy Manual conflicts with the rules, regulations, or legislation having authority over the District, those rules, regulations, or legislation shall prevail. Where this occurs, the Board of Directors will clarify either the rules or policy to assure that they are compatible.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-01	Page 1 of 2
	Title: BOARD MEMBER ELECTION AND APPOINTMENT AND DUTIES OF OFFICERS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to elect, appoint, and prescribe the duties of Board officers in accordance with the District Bylaws as amended.

**ELECTION AND TERM OF OFFICE:**

An election shall be held in the District on the Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term shall expire on the first Friday in December at noon following such election. The election of Board members shall be by zones within the District and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years, or until the Board member’s successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy.

**SWEARING IN OF DIRECTORS:**

Newly elected Board Members shall be sworn in by or at the first Board meeting following the first Friday in December. Newly elected or appointed Board members must be sworn in prior to performing any official duties.

**APPOINTMENT OF OFFICERS:**

The officers of the Board shall be chosen by the Board at the regular board meeting on in December. The Board Chair, CEO, or District Counsel will call for nominations for Board Chair. No vote shall be taken until all nominations have been made. Once all nominations are made nominations shall be closed and the vote shall be taken in public. The process continues for the Vice-Chair, and Secretary. The incoming Chair shall appoint the Treasurer who shall serve at the pleasure of the Board.

**CHAIR:**

- The Chair shall hold office until a successor is elected. The Chair shall be the principal officer of the District and Board, and shall preside at all meetings of the Board.
- The Chair shall work with the CEO, Vice-Chair, and General Counsel when necessary in planning the agenda.
- The Chair may make and second motions and vote in the same manner as other Board members.

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	Title: BOARD MEMBER ELECTION AND APPOINTMENT AND DUTIES OF OFFICERS	
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**VICE-CHAIR:**

- The Vice-Chair shall hold office until a successor is elected. In absence of the Chair the Vice Chair shall perform the duties of the Chair.

**SECRETARY:**

- The Secretary shall hold office until a successor is elected. The Secretary shall provide for the record keeping of all meetings of the Board. The Secretary shall give or cause to be given appropriate notices in accordance with the District Bylaws and adopted rules of the Board and shall act as the custodian of District records, reports, and the District’s seal.

**TREASURER:**

- The Treasurer shall be charged with the safekeeping and disbursal of the funds in the Treasury of the District.

**ORIENTATION:**

No later than thirty (30) days from being sworn into office, new Directors shall receive an orientation from the District General Counsel and Chief Executive Officer regarding the Brown Act, prohibitions related to vote trading, the requirement to receive formal ethics training, and other laws governing the requirements for ethical conduct on the part of public officials and public agencies.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-02	Page 1 of 2
	Title: RESPONSIBILITIES & DUTIES OF COMMITTEES	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

**COMMITTEE APPOINTMENTS:**

The Chair shall appoint all Board committee members and committee chairpersons. One member shall be designated the chairperson of the committee.

**STANDING COMMITTEES:**

Standing committees shall meet periodically to review reports from the CEO, General Counsel, and consultants relating to the particular subject matter of the committee. Meetings of a standing committee may be called by the Chair of the Board or the Chairperson of the Committee. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.

There shall be the following standing committees:

- Finance. This committee shall be responsible for review of budgetary, and financial and investment matters related to the District including the annual audit and review of District investment and appraisal of market conditions relating to the prudent investment of District funds.
- Facilities. This committee shall be responsible for periodic inspection of District owned facilities to ensure compliance with the terms of the lease and for review and consideration of real estate matters.
- Strategic Planning. This committee monitors and makes recommendations regarding the status of the District’s Strategic Planning.
- Government and Public Relations. This committee shall be responsible for monitoring of healthcare legislation and public policy and for advisement of the District Board of possible/probable impact on matters of the District as/when indicated and for the initiation of appropriate action as/when indicated. This committee shall be responsible for interface with other agencies, including other government levels, as well as the public; inclusive of speeches or public appearances, press releases, etc. for the purpose of edification of the District’s position/action on matters within the jurisdiction of the District.

**SPECIAL COMMITTEES.**

Special ad hoc committees may be appointed by the Chair for special tasks as circumstances warrant, and upon completion of the task for which appointed, such special committee shall stand discharged.

A committee chairperson may invite additional individuals with expertise in a pertinent area to meet with and assist the ad hoc committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairperson may exclude any or all consultants from attending a committee meeting.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-03	Page 1 of 1
	Title: ATTENDANCE AT MEETINGS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District that members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**GUIDELINES:**

- Attendance at Board meetings shall be governed by the Brown Act (Gov. Code, §§ 54950 et seq., as amended).
- For all absences, the Board member shall notify the Chief Executive Officer prior to the Board or Board Committee meeting in which they will be absent with the reason for the absence. The CEO will subsequently notify the Chair of the absence and the reason.
- A vacancy shall occur if any member ceases to discharge the duty of her/his office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board, except as authorized by the Board of Directors. (Health & Safety Code, § 32100.2).



<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-04	Page 1 of 1
	Title: BASIS OF AUTHORITY AND RELATIONS WITH STAFF AND CONSULTANTS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of the District Board of Directors to serve as the unit of authority to set the policy of the District.

**GUIDELINES:**

The Board of Directors is the unit of authority within the District. Apart from her/his normal functions as part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are rather, a part of the body that represents and acts for the community as a whole.

**RELATIONSHIP WITH STAFF AND CONSULTANTS**

The CEO shall report to the Board of Directors and shall be charged with the responsibility of the management of the District, including the employment and discharge of employees as necessary to carry out the day to day functions of the District.

Board members shall deal exclusively with the CEO concerning all questions or activities related to the District. Individual Board member shall not direct or assign tasks to the District's employees, consultants, or contractors. Any employee who believes that this policy has been violated shall immediately bring the matter to the attention of the CEO or the District General Counsel.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-05	Page 1 of 1
	Title: BOARD VACANCIES	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It shall be the policy of the District to fill a vacancy on the Board of Directors in accordance with Government Code Section 1770 et seq., as amended and as reflected in Article IV, Section 4.5, of the District Bylaws.

Board vacancies created by the events enumerated in Government Code Section 1770 (a) through (l) shall be filled in the manner prescribed by Government Code Section 1780.

- The Board may decide to fill the vacancy either by appointment or by calling an election. If the Board decides to appoint, it shall make the appointment within 60 days after either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. The District shall post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. The District shall notify the county elections official of the appointment no later than 15 days after the appointment.
- If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled 130 or more days after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
- If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general District election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

The person thus appointed shall assume all committee assignments of the replaced Board member.

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	Title: BOARD MEETING AGENDAS AND DISTRICT CALENDAR	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to prepare an agenda for each regular and special meeting of the Board of Directors and for standing committee meetings.

**AGENDA GUIDELINES:**

1. The CEO, after consultation with the Board Chair and Vice-Chair and with assistance from the General Counsel when needed, shall prepare an agenda for each regular and special meeting of the Board of Directors. The Board Chair or any two Board members may call the Board Chair and request item(s) to be placed on the agenda no later than 5:00 p.m., five (5) business days prior to the meeting date.
2. This policy does not prevent the Board from taking public comments at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950-54926 (the "Brown Act"), the Board shall not discuss or take action on such matters at that meeting. The Board may ask clarifying questions of public testimony.
3. At least seventy-two (72) hours prior to all regular meetings and twenty-four (24) hours prior to all special meetings, an agenda that includes, but shall not be limited to, all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office in accordance with the Brown Act.

The following outlines the agenda of both type meetings:

- A. Call to Order
  - B. Pledge of Allegiance
  - C. Approval of Agenda
  - D. Public Comment
  - E. Reports/Presentations/Discussion/Possible Action Items
  - F. Next Regularly Scheduled Meetings/Information Items
  - G. Adjournment
4. On occasion as needed, a closed session of the Board is required, properly announced, and conducted for only those purposes allowed in the Brown Act. Closed sessions are generally held (but not limited to) following the open meeting agenda.

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	Title: BOARD MEETING AGENDAS AND DISTRICT CALENDAR	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

**DISTRICT CALENDAR**

The District’s CEO shall cause to be published and maintained on the District’s website a calendar to provide maximum advance notice of pending meetings. The calendar shall include the date and time of regular Board meetings, special meetings, committee meetings, meetings of organizations in which the District is a member, significant symposia, and holidays observed by the District.

Items for publication will be given to the Chief Executive Officer and the calendar shall be updated weekly.

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	Title: BOARD MEETINGS AND TELECONFERENCING	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District that Board meetings are held in accordance with Article VI of the District Bylaws.

**REGULAR MEETINGS.**

Regular meetings of the board of directors shall be held on the second Wednesday of each month, at 6 p.m., on the 1<sup>st</sup> floor Community Room, Administrative Office, 138 S. Brandon Road, Fallbrook, California 92028; provided, however, that should said meeting date fall upon a legal holiday, the meeting shall be held at the same time on the next business day. This is the prerogative of the Board.

**ORGANIZATION MEETING.**

At an organizational Board meeting held annually in December, the Board shall organize by the election of one of its members as Chair, one as Vice Chair, and one as Secretary. The Chair shall also appoint the Treasurer at the organizational meeting.

**SPECIAL MEETINGS.**

A special meeting may be called at any time by the Chair, or by three Board members, by delivering written notice including emails and/or texts to each Board member and to each local newspaper of general circulation, radio or television station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who at, or prior to, the time the meeting convenes, files with the Secretary a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

**QUORUM.**

A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.

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	Title: BOARD MEETINGS AND TELECONFERENCING	
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**ADJOURNMENT.**

The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the Order of Adjournment. Less than a quorum may so adjourn from time to time. A copy of the Order or Notice of Adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of the adjournment.

**RULES AND REGULATIONS.**

The Board may adopt rules and regulations governing the Board, the District, its facilities, and programs, which rules and regulations shall not conflict with these bylaws.

**RULES OF ORDER.**

Unless otherwise provided by law, the District bylaws, or Board rules, Board meeting procedures shall be in accordance with Robert’s Rules of Order Newly Revised 12<sup>th</sup> Addition. However, technical failures to follow Robert’s Rules shall not invalidate any action taken.

**TELECONFERENCING AND VIRTUAL MEETINGS**

The Board members shall be allowed to attend meetings via teleconferencing in accordance with Government Code Section 54953 as amended including holding meeting virtual meetings during a proclaimed state of emergency when state and local officials have imposed or recommended measures to promote social distancing.

Whenever practical, all meetings of the Board of Directors shall allow for the public to access the meetings using an internet-based service option and a call-in option.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-08	Page 1 of 2
	Title: BOARD MEETING CONDUCT	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of the District to conduct meetings in a manner consistent with this Board Meeting Conduct Policy.

**GUIDELINES:**

1. When possible, all Board meetings shall commence at the time stated on the agenda and shall be guided by the agenda.
2. The conduct of meetings shall, to the fullest possible extent, enable directors to:
  - (a) Consider problems to be solved, weigh evidence related thereto, and make prudent decisions;
  - (b) Hear public comments and testimony; and
  - (c) Receive, consider, and take action with respect to staff reports.
3. To ensure that all members of the general public have the opportunity to participate in the meetings of the Board of Directors of Fallbrook Regional Health District, the Board has established provisions for permitting any individual or group to address the Board concerning any item on the agenda for a special meeting, or to address the Board at a regular meeting on any subject that lies within the subject matter jurisdiction of the District or any item on the agenda:
  - 3.1 It is the policy of the Board to allow three (3) minutes for any item not on the agenda that a member of the public identifies at the beginning of the meeting under the agenda item "Public Comment."
  - 3.2 For agenda items, members of the public may speak for three (3) minutes any time prior to a vote.
  - 3.3 No disruptive and/or boisterous conduct shall be permitted at any Board meeting. Persistence in disruptive and/or boisterous conduct shall be grounds for summary termination by the Board Chair of that person's privilege of address. If unacceptable conduct persists, the Board Chair may request removal of the person from the meeting and/or clear the room, allowing only accredited members of the press, for the duration of the meeting. Only matters appearing on the agenda may be considered. The Board Chair may allow for those members of the public not responsible for the disruptive conduct back in the room if desired.
4. In order to adhere to this policy, the Board Chair/Chair of the meeting shall follow the procedures as outlines below:
  - 4.1 During the "Public Comment" agenda item, the Board Chair shall advise any members of the public wishing to address the Board on items not on the agenda that they may do so at this time upon completing a speaker's slip form.

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- 4.2 After the staff presentation, and prior to Board action on each agenda item, members of the public and Board will be given an opportunity to speak on the agenda item.
- 4.3 When appropriate, the Board Chair shall advise any member of the public wishing to address the Board that she/he will have a time limit of 3 minutes for each item.
- 5. The Board Chair, or her/his designated alternate, are authorized to make exceptions to this policy during meetings.



<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-09	Page 1 of 1
	Title: BOARD ACTIONS AND DECISIONS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to conduct business in an orderly and comprehensive manner.

**GUIDELINES:**

1. Actions by the Board of Directors may include but are not limited to the following:
  - (a) Adoption or rejection of regulations or policies;
  - (b) Adoption or rejection of a resolution;
  - (c) Approval or rejection of any contract or expenditure;
  - (d) Approval or rejection of any proposal that commits District funds or facilities, including employment and dismissal of personnel; and
  - (e) Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

2. Action can only be taken or directed by the vote of the majority of the Board of Directors. Three (3) directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, require two (2) votes to be effective (unless a 4/5 vote is required by policy or law).

2.1 A member abstaining in a vote is considered an affirmative vote for the action to be taken.

2.1.1 Example: If three (3) of five (5) directors are present at a meeting, a quorum exists and business can be conducted. If one (1) director abstains on a particular action and the other two (2) directors cast “aye” votes, the action is approved.

2.1.2 Example: If an action is proposed requiring a two-thirds (2/3) vote and two (2) directors abstain, the proposed action cannot be approved because a four-fifths (4/5) vote of the directors present would have to vote in favor of the action.

2.1.3 Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, and three (3) of the (4) directors vote in favor of the appointment, it shall be approved. If two (2) of the four (4) directors present vote against the appointment, the appointment is not approved. If two (2) directors present vote in favor, one (1) against and one (1) abstains, the nominee is approved.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: BOD-10	Page 1 of 2
	Title: BOARD MEETING MINUTES	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to keep minutes of all regular and special meetings of the Board.

**GUIDELINES:**

1. The Secretary shall have the responsibility to keep minutes of all regular and special meetings of the Board and shall be appointed by the Board pursuant to Policy #BOD-01.

1.1 Copies of a meeting’s minutes shall be distributed to directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept and available for public review.

1.2 Unless directed otherwise, an electronic recording of regular and special meetings of the Board will be made. The device upon which the recording is stored shall be kept in for a minimum of two (2) years, or in according with Policy OP-2, “Records Retention.” Members of the public may inspect records of Board meetings without charge and access to a digital recording shall be made available on the District’s website. Electronic recordings of committee meetings shall be optional.

1.3 Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded for all actions. All resolutions adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance the following information (if relevant) shall be included in each meeting’s minutes:

- (a) Date, place, and type of each meeting;
- (b) Directors present and absent by name;
- (c) Administrative staff present by name;
- (d) Call to order;
- (e) Time and name of late arriving directors;
- (f) Time and name of early departing directors;
- (g) Names of directors absent during any agenda item upon which action was taken;
- (h) Summary record of staff reports and recommendations;
- (i) Summary record of public comment regarding matters not on the agenda, including names of commentators if provided;
- (j) Approval of the minutes or modified minutes of preceding meetings;
- (k) Approval of financial reports;
- (l) Record by number (a sequential range is acceptable) of all warrants approved for payment;
- (m) Record of the vote of each director on every action item for which the vote was not unanimous and, if any, names, and reasons for abstentions from voting;
- (n) Resolutions described as to their substantive content and sequential

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	Title: BOARD MEETING MINUTES	
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- numbering;
- (o) Record of all contracts and agreements, and their amendment, approved by the Board;
- (p) Approval of the annual budget;
- (q) Approval of all policies;
- (r) Approval of all dispositions of District assets;
- (s) Approval of all purchases of District assets; and,
- (t) Time of meeting adjournment.

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	Title: MEETING COMPENSATION GUIDELINES	
Policies and Procedures Manual	Latest Revision Date: <u>07/10/2024</u>	

The Local Healthcare District Law authorizes the payment to Board members of \$110.25 per meeting, as adjusted annually by 5% pursuant to Water Code 20203 not to exceed six (6) meetings per month, provided that if the District compensates its Board member for more than five (5) meetings per month, the Board may annually adopt a written policy based on findings supported by substantial evidence why more than five (5) meetings are necessary for the effective operation of the District. In accordance with Health & Safety Code section 32103, the Board finds that the following facts substantiates the increase from five (5) to six (6) compensable meetings and constitutes meetings and occasions in performance of official duties for which a Board member may receive payment.

1. The Fallbrook Regional Health District (District) has a service area of approximately 110 square miles is in Northern San Diego County and serves a population of almost 60,000 residents.
2. The Board of Directors is responsible for insuring that the unmet health care needs of the District residents are addressed, including providing approximately \$1 million annually to support community healthcare programs and services.
3. In addition to regularly monthly Board meetings, the Board holds Special Meetings to focus on more specific community needs and projects.
4. Board members also serve on at least four (4) standing committees ranging from the Finance, Strategic Planning, Government & Public Engagement, and the Facilities Committee. The Chair also appoints Ad hoc committees.
5. In addition to Board and committee meetings, Board members, on behalf of the District, attend meetings, and educational conference workshops of organizations in which the District is a member including the Association of California Healthcare District and the California Special District Association.
6. In addition to attendance at mandatory ethics and harassment training, Board members also conduct inspection meetings of District Grantee's and attend meetings of non-political community groups that extend specific invitation to attend and which Board members actively participate in the programs and meetings.

Board member may receive payment for attendance at the following:

Attendance at Regular Board meetings, Special Board meetings, Standing and Ad Hoc Committee meetings and Board sanctioned meetings when attending as a representative of the District and for trainings/educational activities which are required by law of members of a board of directors of a local agency in compliance with state mandated ethics training

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(Government Code 53232.1) and harassment training (Government Code 53237.1). Also attendance at training for Brown Act, legislative updates and webinars that constitute the performance of official duties.

Sanctioned meetings also include:

- Events sponsored by other local, county, or state government agencies at which District is expected and/or invited to be represented and officially participate in, on behalf of District;
- Meetings and/or events of agencies of which District is a member or subscribing participant and where District is expected and/or invited to be represented. For example: Association of California Healthcare Districts (ADHD); California Special Districts Association (CSDA); San Diego Chapter of CSDA;

and include occasions that constitute the performance of official duties, such as:

- District sponsored special events such as Community Collaborative Events (example:, Community Collaborative for Health and Wellness , Wellness Wednesday monthly meetings and Grant Workshops);
- Activities promotional of special events of District such as information booths, parades, distribution of information and/or materials for events;
- Conducting review and/or inspections of CEO coordinated site visits of grant program applicants and/or recipients.

Each representative attendance to be compensated at the rate of \$110.25 per meeting, with limit of six (6) meetings a month, as provided in Health and Safety Code Section 32103. Request for compensation for attendance at sanctioned meeting(s) must be presented on Request for Compensation (Form 2040B) in accord with SOP Administration Policy 2040.

Each member of the Board shall be allowed his or her actual necessary and reasonable traveling and incidental expenses in the performance of official business of the District. Travel expense (Form 2030A) or Request for Reimbursement (Form 2040A) forms must be completed and submitted to the Administrator for payment to be generated.

A Director, at his or her discretion, may decline acceptance of compensation for Regular Board meetings, Special Board meetings and/or Standing Committee meetings and may decline to present Request for Compensation (Form 2040B) for sanctioned meetings.

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Non-compensable meetings:

1. Informal meetings with other Board members or with District staff or General Counsel, regardless of the topic(s) addressed.
2. Meetings of a political nature, whether partisan or non-partisan, regardless of the topic(s) addressed.
3. Meetings for which payment of a stipend or honorarium is provided by the host organization.
4. Meetings of other public bodies, unless invited as a participant by the host body or sent as a delegate by the District Board.
5. Meetings of organizations in which the member holds an individual membership or the primary purpose of which is to receive continuing professional educational credits.
6. Charity fund raising events.

In addition, each member of the Board shall be allowed his or her actual necessary traveling and incidental expenses in the performance of official business of the District in accordance with Government Code section 53232.2.

Any questions regarding interpretation of these guidelines should be addressed to the District's General Counsel.

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	Title: ETHICS TRAINING AND EDUCATION RELATING TO THE WORKPLACE	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to ensure that District Board members and District staff shall receive training in ethics and education relating to workplace harassment.

**GUIDELINES:**

1. Pursuant to Government Code Sections 53234 et seq., all District Board members and designated staff are required to complete a minimum of two (2) hours of ethics training every two (2) years and the District shall maintain certificates of completion of ethics training for at least five (5) years.
2. All District Board members and District staff are required to complete at least two (2) hours of training and education relating to workplace harassment every two (2) years.
3. This policy shall also be incorporated into the District Employee Handbook.

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	Title: CONFLICT OF INTEREST CODE AND CODE OF ETHICS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to ensure complete transparency and follow The Political Reform Act which requires all public agencies to adopt and maintain a Conflict of Interest Code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal asset pursuant to the California Fair Political Practices Commission (“FPPC”) regulations (2 Cal. Code of Regs., sect. 18730) and any amendments to it duly adopted by the FPPC.

A public official at any level of state or local government has a prohibited conflict of interest and may not make, participate in making, or in any way use or attempt to use his or her official position to influence a governmental decision when he or she knows or has reason to know he or she has a disqualifying financial interest. A financial interest can exist when the decision impacts the official’s personal financial interests or the financial interests of a source of income to the official. A financial interest can also exist when the decision impacts an asset or investment of the public officials, or a business entity in which the public official is associated by ownership, officer status, or employment. It is the responsibility of each Board member and officer of the District to identify any conflicts of interest, actual or potential, that they may have in a decision to be made or an action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict of interest, he or she shall promptly disclose the conflict or potential conflict to the Board Chair, the District CEO, or General Counsel.

**GUIDELINES:**

1. The District biannually adopts and files a Conflict of Interest Code with the Board of Supervisors for the County of San Diego.
2. Pursuant to the District’s Conflict of Interest Code, the Board of Directors, Chief Executive Officer, Chief Financial Officer, Director of Administrator Services, and persons holding designated positions are mandated to file FPPC Form 700 disclosure statements upon assuming office, annually by April 1, and upon leaving office.
3. The disclosure categories listed in the Conflict of Interest Code identify the types of economic interests that the designated positions must disclose for each category. Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.
4. The Conflict of Interest Code does not require reporting gifts from outside the District’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.
5. All officials and designated positions required to file a Form 700 statement of economic interests shall file their statements with the District’s designated filing officer, who shall



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retain the originals and make the statements available for public inspection and reproduction.

6. The District’s designated filing officer is the District’s Board Clerk.

### **CODE OF ETHICS**

The Fallbrook Regional Health District designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today’s complex and diverse society.

- a) To make Fallbrook Regional Health District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all in-volved in District government, District staff, volunteers and members of the District’s Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Fallbrook Regional Health District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District’s government.

All Officials, and others, who participate in the District’s government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District’s services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

Core Value:

As participatory Officials in the District’s government, we subscribe to the following Core Values: dedication, efficiency, integrity, objectivity, prudence, respect, and transparency for all members of our community. Our efforts support our commitment to being an

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inclusive entity as we continually seek to strengthen our institution as a place for personal and social development.

As a representative of Fallbrook Regional Health District, I will be ethical.

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any im-proper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

As a representative of Fallbrook Regional Health District I will be professional.

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

As a Representative of Fallbrook Regional Health District, I will be service-oriented.

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

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As a representative of Fallbrook Regional Health District, I will be fiscally responsible.

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

As a representative of Fallbrook Regional Health District, I will be organized.

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

As a representative of Fallbrook Regional Health District, I will be communicative.

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

As a representative of Fallbrook Regional Health District, I will be collaborative.

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

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As a representative of Fallbrook Regional Health District, I will be progressive.

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

**Enforcement:**

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the CEO or by an authorized designee.

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	Title: EVALUATION PROCESS OF THE CHIEF EXECUTIVE OFFICER	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to establish the methodology and schedule for evaluation of the performance of the Chief Executive Officer (“CEO”).

**GUIDELINES:**

1. The CEO of the District is retained and serves at the pleasure of the Board of Directors and has authority over operations, personnel matters, and authority to administer the District. The Board of Directors shall review the performance of the CEO after the initial six months of service after appointment and then annually thereafter, using a process that allows Board members to provide a fair and collective evaluation to the CEO that provides for discussion and encourages feedback in the development of goals, objectives, and the implementation of the Board policies and the District Strategic Plan.
2. Annually, the evaluation process will begin on a date that will support the process to accomplish the formal CEO Evaluation at the regular meeting of the Board of Directors held on the anniversary date of the initial six-month review of the CEO. The Board of Directors have the responsibility for overseeing the CEO evaluation process each year and shall be assisted in the process by the General Counsel:
  - 2.1 The Board shall review, and have the authority to modify and final the annual CEO evaluation form.
  - 2.2 The General Counsel will confidentially send to the Board members an evaluation package that includes: (a) the current year’s evaluation form, (b) the prior year’s evaluation summary, (c) the CEO’s annual goals and objectives, (d) the CEO’s report on the goals and objectives and the CEO’s contract.
  - 2.3 Board members shall be encouraged to provide input on the CEO evaluation form and return the evaluation to the General Counsel at least three days prior to the scheduled formal evaluation meeting.
  - 2.4 Upon return of the CEO evaluation forms, the General Counsel will prepare an evaluation summary for consideration of the full Board at a closed session evaluation meeting.
3. The Chair, Vice Chair and the CEO shall meet after the annual evaluation to review the written goals and objectives for the subsequent evaluation period. The goals and objectives should include expectations that coincide with the District Strategic Plan for the year. The Char and Vice Chair may also meet with the CEO periodically during the year to discuss and receive feedback from the CEO relative to her/his assessment in meeting the annual goals and objectives. If requested, the District's General Counsel, may assist during the evaluation process.

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4. A copy of the evaluation summary should be provided to the CEO and a copy kept in the CEO's personnel file. The performance evaluation shall be kept confidential. Any decision on an adjustment to the CEO's compensation shall be made at a public meeting following the closed session evaluation meeting.

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	Title: MEDIA RELATIONS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of the District that members of the Board of Directors, contracted consultants, and employees should be aware of their responsibilities in their relations with the news media.

In general, it is District policy to help and stimulate the press--newspapers, magazines, radio, and television--to report and interpret accurately and fairly the District story to the public. The District will accomplish this objective by issuing, in a timely manner, professionally prepared news releases and media advisories on matters of genuine news value and public interest. Other materials, such as abstracts or copies of speeches or commentaries presented by District spokes people at public forums, will also be made available to the media as appropriate.

The principal spokesperson for the District Board is the Board Chair or CEO. In general, media inquiries should be directed to the Board Chair for response. At the same time, however, as publicly elected officials, all Board members are free to act independently in contacting the media or responding to direct media inquiries. In addition, when serving as committee chairs, Board members will also be treated as spokesperson on programs and activities for which they are responsible.

Whenever any Board member or District employee is contacted directly by the media, it is District policy that they should advise the CEO promptly as to the source and nature of the media contact. The CEO is responsible to the Board for monitoring the news coverage that the District receives. Written press releases or statements to the media must be approved by the CEO or his or her designee and proofed and initialed as to accuracy prior to sending to the media. In making statements to the media, Board members should be alert to the need to qualify in advance their remarks as being "on the record" or "off the record." If statements are not qualified as "off the record" at the outset, it is assumed by the media that everything said is "on the record."

It is the policy of the District that Board members should:

- At all times maintain good relations with the press. Be friendly, polite, and even-tempered. Be truthful and frank.
- Supply factual information willingly and promptly in response to inquiries from the press. Every name, fact, and figure must be accurate. Remember, most reporters are working against a deadline. "Old news" is unlikely to be published.
- Limit statements to subjects related to District business and the healthcare industry.
- Correct any misstatements and seek to clarify any misunderstandings.
- Refrain from expecting or requesting any preference in treatment of news about the District because the District is an advertiser.

FALLBROOK REGIONAL HEALTH DISTRICT	Policy #: BOD-16	Page 1 of 3
	Title: TICKET DISTRIBUTION POLICY	
Policies and Procedures Manual	Latest Revision Date: <u>07/10/2024</u>	

The purpose of this Ticket Distribution Policy (“Policy”) is to ensure that all tickets and/or passes that Fallbrook Regional Health District receives from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes as required pursuant to FPPC Regulation Section 18944.1.

1. Definitions.
  - a. “District” shall mean the Fallbrook Regional Health District.
  - b. “District Official” shall mean and refer to the District’s “public officials” as that term is defined by Government Code Section 82048 and FPPC Regulation Section 18701, as these sections are amended from time to time.
  - c. “FPPC” shall mean the California Fair Political Practices Commission.
  - d. “FPPC Regulations” shall mean the regulations of the FPPC set forth in Title 2, Division 6, of the California Code of Regulations.
  - e. “Immediate Family” shall have the same meaning as set forth in Government Code Section 82029 as the same may be amended from time to time. As of the date of adoption of this Policy, the term “Immediate Family” is defined in Section 82029 as the official’s spouse and dependent children.
  - f. “Policy” shall mean this Ticket Distribution Policy.
  - g. “Ticket” shall mean a “ticket or pass” as that term is defined in FPPC Regulation 18944.1, as amended from time to time, but which currently defines a “ticket or pass” as admission to a facility, event, show or performance for an entertainment, amusement, recreational, or similar purpose.
  - h. “Ticket Coordinator” shall be the District CEO or his or her designee who shall be the Agency Head responsible for implementing this policy, distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.
  
2. Tickets Covered by this Policy. Tickets covered by this Policy include those:
  - a. Gratuitously provided to the District by an outside source; and
  - b. Acquired by the District by purchase.
  
3. Limitations and Exclusions.
  - a. This Policy shall only apply to the District’s distribution of Tickets to, or at the behest of, a District Official. Consideration of equal or greater value shall be presumed if the Tickets are distributed pursuant to this Policy.
  - b. This Policy shall apply only if the Ticket is (i) not earmarked by the original source of the Ticket for use by the specific District Official who uses the Ticket and (ii) the Ticket Coordinator determines in her/his sole discretion which official may use the Ticket.
  - c. This Policy shall not apply to any other item of value provided to the District or District Official regardless of whether received gratuitously or for which consideration is provided as part of admission, such as food and beverages. Any such item other than a Ticket



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may be reportable on the District Official's Form 700 and be subject to state law and FPPC regulations related to gifts to public officials.

- d. This Policy does not apply to up to two ticket(s) or other admission to political fundraising event or non-profit (501(c)(3) exempt organization fundraisers that are provided directly to the District Official for use by the District Official and one other guest and does not involve the District. Such tickets or admissions are not considered gifts or income in accordance with FPPC Regulation 18944.1.
- e. This Policy does not apply to any Ticket received by a District Official that:
  - (i) The District Official treats as income consistent with applicable state and federal income tax laws and regulations and the District reports the distribution of the Ticket as income to the District Official; or
  - (ii) For which the District Official pays the fair market value, or for which the District Official reimburses the original source of the Ticket in accordance with FPPC Regulations, or for which the District Official pays or reimburses the District for the fair market value; or
  - (iii) Is a "gift" to the District Official in accordance with FPPC Regulations whether or not the District Official reports the gift on the District Official's Form 700.
- f. This Policy does not apply to a Ticket provided to a District Official for his or her admission to an event at which the District Official performs a ceremonial role or function on behalf of District. Such Tickets are exempt from disclosure or reporting requirements under FPPC Regulations in effect as of the date of the adoption of this policy.

4. Ticket Distribution for Public Purposes. The distribution of any Ticket by the District to, or at the behest of, a District Official shall be accomplished through a public purpose as defined below, or as otherwise considered and approved by the District Board of Directors where not listed herein. The District may accomplish one or more of the following public purposes through the distribution of Tickets to, or at the behest of, a District Official:
- a. Support or promotion of the Fallbrook Regional Health District Foundation.
  - b. Sponsorships of events, activities, or programs of the Fallbrook Regional Health District Foundation.
  - c. Support or promotion of local nonprofit health care related charitable organizations and foundations.
  - d. Sponsorships of events, activities, or programs of local nonprofit health care related charitable organizations and foundations.
  - e. Sponsorship, promotion, or increasing public exposure to and awareness of the District's mission to promote good health to the residents of the District.
  - f. Sponsorships or promotion of special events in accordance with a District contract.
  - g. Representation or promotion of District recognition, visibility, and/or profile on local, state, or federal levels.
  - h. Recognizing or rewarding meritorious service of a District Official or employee.

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5. Purchase of Tickets or Passes. District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this Policy for use by the District Official, and an immediate family member (spouse or dependent child), or one other person.
6. Transfer, Sale, and Reimbursement Prohibitions. The transfer by any District Official of any Ticket, distributed to such District Official pursuant to this Policy, to any other person, except to members of the District Official's Immediate Family for their personal use, is prohibited. No person receiving a Ticket pursuant to this Policy shall be permitted to sell, receive reimbursement for the value of, or further transfer any Ticket.
7. Return of Tickets. Any District Official or any member of the District Official's Immediate Family, or any person or entity receiving a Ticket at the behest of any District Official, may return any unused Ticket to the Ticket Coordinator for redistribution pursuant to this Policy, provided such Ticket(s) is/are returned prior to the event taking place. A District Official is not required to report on Form 802 any Ticket returned pursuant to this Section prior to the event taking place. Any Ticket returned unused but after the event has taken place shall be deemed to have been used by the recipient and reported as such on Form 802.
8. Website Posting. This Policy shall be posted on the District website in a prominent fashion.
9. Website Disclosure. The distribution of a Ticket pursuant to this Policy shall be posted on the District website in a prominent fashion within thirty (30) days after the Ticket distribution. Such posting shall use FPPC California Form 802, or such alternate form as may be designated from time to time by the FPPC, and in accordance with the reporting requirements specified under FPPC Regulation Section 18944.1(d).

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	Title    AUTHORITY OF CEO DURING EMERGENCY DECLARATION	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

In the event of a local, state or national emergency declaration and/or issuance of a public health order, authority as delineated below is provided to the CEO on an urgency basis to take action consistent with such emergency orders and the mission of the District, in the event the authority of the Board cannot be provided in a timely manner. The CEO shall consult on any such actions with the Board Chair and Vice Chair, if available.

Any such action taken by the CEO shall be reported to the Board and public at the next regularly scheduled public Board meeting, or at an earlier scheduled special Board meeting, at which time the action shall be presented to the Board for ratification and confirmation, and if not so ratified and confirmed shall be void.

Specific Delegation of Authority:

During any period that such an emergency declaration and/or public health order is in effect, and timely action cannot reasonably be provided by the Board in a duly noticed public meeting, the CEO may take such action as he or she deems necessary to protect life and property, ensure the safety of personnel and the public, and preserve critical resources. Such actions may include, but are not limited to, the power to:

- (a) Close to the public any or all District owned and operated facilities and properties.
- (b) Request federal, state and/or local assistance in addressing such emergency.
- (c) Enter into contracts and incur obligations not-to-exceed of \$25,000 as necessary to combat such emergency, protect the health and safety of persons and property, provide emergency assistance, and direct Finance staff to draw and to pay the necessary expenditures to respond to the emergency.
- (d) Employ temporary workers, rent equipment, and purchase supplies and materials.
- (e) Take such other actions as imminently necessary for the protection of life and property.

Such powers shall be exercised in light of the urgency of the situation without regard to time-consuming procedures and formalities prescribed by District policy, with the exception of mandatory constitutional requirements, the requirements of competitive bidding, and publication of notices pertaining to the performance of public work.

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	Title	EMPLOYMENT AND CONSULTING PROHIBITION FOR FORMER DIRECTORS
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

In addition to the provisions to California Political Reform Act Section 87406.3, as amended, which provides a one-year ban for former elected officials from representing any other person for compensation, by appearing before or communicating with their former agency in an attempt to influence agency decisions, it shall be the policy of the District that former District Directors shall be prohibited from being employed by the District or contracting with the District as a consultant for a period of one-year from the date that the Director formally leaves office.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: OP-01	Page 1 of 3
	Title: ACCESS TO PUBLIC RECORDS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

The California Legislature has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state. The California Public Records Act (“PRA”), Government Code sections 6250-6270, requires the District to make public records available for inspection by the public and to provide copies upon request. The District has established the following guidelines to ensure that all person understand and are afforded the opportunity to use their right to access public records. A copy of these guidelines will be provided free of charge upon request.

**GUIDELINES:**

1. “Public records” include any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the District regardless of physical form or characteristics. “Writing” means handwriting, typewriting, printing, photocopying, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation including letters, words, pictures, sounds, or symbols, or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.
2. Public records are open to inspection during District office hours, Monday through Friday, except for holidays. Advance notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent and available within the District offices.
  - 2.1 Records available for immediate inspection include the Statement of Economic Interest (FPPC Form 700) of designated District employees and this Access to Public Records Guidelines.
  - 2.2 It is the policy of the District that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged, or destroyed during inspection, District staff may determine the location of and may monitor the inspection.
3. While a written request is not required, the District prefers that all public records requests be in writing so that the District can more accurately identify the records sought and process the request more efficiently. Requests may be in person, by phone, e-mail, or directed to the District’s office at the following address:

Fallbrook Regional Health District  
 138 S. Brandon Rd.  
 Fallbrook, CA 92028  
 Telephone: (760) 731-9187  
 Fax: (760) 731-9181  
 E-mail: [www.fallbrookhealth.org](http://www.fallbrookhealth.org)

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	Title: ACCESS TO PUBLIC RECORDS	
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Please include the following information in your request so that the District may respond to your request in a timely manner:

- 3.1 A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles, and authors of the records requested. If needed District staff may ask for additional information if the request is not specific enough to permit identification of the records sought.
- 3.2 Contact information is recommended so the District can get clarifying information if needed and send you a response or copies of records.
- 3.3 The District strives to fulfill requests as soon as possible but not beyond ten (10) days from the date the request is received. The District will determine whether the request, in whole or in part, seeks copies of disclosable public records in the District's possession and notify the requestor of such determination. In unusual circumstances, the 10-day time limit may be extended up to an additional fourteen (14) days by written notice to the requestor setting forth the reason for the time extension. Unusual circumstances include:
  - 3.3.1 The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request; and
  - 3.3.2 The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
- 3.4 If the District determines it will comply with the request, the records will be made available as promptly as possible upon payment, if required, of any applicable copying fees.
- 3.5 Upon request, the District will make an electronic public record available in any electronic format in which the District holds the information.
- 3.6 The cost for all other copies is the direct cost of duplication or a statutory fee, if applicable.
4. In balancing the public's right to access public records with other rights and interests, including the individual right of privacy and the need for the District to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure under specified circumstances. These include but are not limited to certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, real estate appraisals and evaluations made relative to pending acquisition of property, trade secrets, communications with the Governor's Office, and information that is confidential pursuant to other state or federal statutes.

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5. Upon a court order or receipt of a subpoena duces tecum (a notice to appear and to bring records or to produce records without appearance) should be forwarded to the CEO and the District's General Counsel. While a subpoena duces tecum is issued by a court, it is not always an order of the court declaring that the particular records are subject to disclosure. Such records may still be subject to protection against disclosure by reason of the existence of a privilege or other legal excuse. Therefore, receipt of such a subpoena does not permit disclosure of records in and of itself and General Counsel shall determine the appropriate response.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: OP-02	Page 1 of 5
	Title: RECORDS RETENTION	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of District to provide guidelines regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business, ensure prompt and accurate retrieval of records, and ensure compliance with legal and regulatory requirements.

**GUIDELINES:**

1. The California Secretary of State has issued local government records management guidelines in accordance with Government Code section 60200 et seq., which augments the authority of local governments and Districts to establish records retention schedule. The District Board is authorized by the provisions of Government Code section 60200 et seq., to establish a records retention schedule applicable to District records. The records retention policy assists the District in documenting the records that (i) require office or temporary storage, (ii) have historic or research value and (iii) should be destroyed because they no longer have any administrative, fiscal, or legal value.
  - 1.1 Authorization for Destruction of Records. The record retention schedule, Exhibit “A”, is the approved schedule for the District which is in compliance with Government Code sections 60200 et seq. The schedule gives the time periods that documents must remain open/active for the public, the time period documents will remain closed (saved but may be boxed or in storage) and the process for destroying documents.
  - 1.2 Destruction of Records after Scanning. Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored in conformance with the requirements of Government Code section 60203.
  - 1.3 Destruction of Duplicates. Pursuant to Government Code section 60200, any duplicate record, paper, or document which has the original or a permanent photographic copy of in the files of the District, may be destroyed after confirmation that the original or permanent photographic copy remains on file in the District.
  - 1.4 Retention of Records Not Mentioned. All records, papers, and documents not mentioned in this policy may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State as the same may be amended from time to time.
  - 1.5 Retained Records. Pursuant to Government Code section 60201, the District shall retain records that:
    - relate to formation, change of organization, or reorganization of the District for should be retained indefinitely.
    - District ordinance unless it has been repealed or is invalid or unenforceable for a period of five (5) years;



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- minutes of a meeting of the legislative body of the District;
- pending claims and litigation records for two (2) years after the disposition;
- records that are the subject of appending Public Records Act request until the request is granted or two (2) years have passed since denial;
- records of construction projects prior to notice of completion and release of stop notices, if any;
- records related to non-discharged contracts or debts; records of title for District real property;
- unaccepted construction bids/proposals until two (2) years old;
- records that specify the amount of compensation paid to District employees, officers, or independent contractors until seven (7) years old;
- records for which the administrative, fiscal, or legal purpose has not yet been fulfilled.

EXHIBIT "A"

REVIEW PERIOD

Record Series (Description)	Open/Active	Closed	Disposal	NOTES
Accident reports and logs	2 years	2 years	Shred/Delete	
Accounting files, miscellaneous	5 years	5 years	Shred/Delete	
Accounts payable (vendor files, invoices, employee travel and expense records)	1 year	6 years	Shred/Delete	
Accounts receivable	1 year	4 years	Shred/Delete	
Agendas, minutes, and supporting materials for Board/Committee packets	1 year	Indefinite	Archive	
Agreements with agencies, firms, individuals	1 year	5 years	Shred/Delete	Depending on type of agreement, some will be indefinite
Appraisal reports	1 year	5 years	Shred/Delete	Originals to be filed in project file
Audit reports	10 years	10 years	Shred/Delete	
Bank statements (with cancelled checks)	1 year	4 years	Shred/Delete	
Board correspondence	1 year	4 years	Shred/Delete	Dispose after leaving the Board
Budgets, annual	1 year	Indefinite	Archive	
Cash receipt books with backup and deposit tickets	1 year	4 years	Shred/Delete	
Claim or litigation on behalf of District	1 year	Indefinite	Archive	
Claim or litigation against District		Indefinite	Archive	
Computer maintenance files	1 year	3 years	Shred/Delete	
Computer programs	1 year	6 years	Shred/Delete	
Computer tracking records	1 year	3 years	Shred/Delete	
Conflict of Interest Statements	1 year	Indefinite	Archive	Include oath of office, economic statements, etc.

<b>Record Series (Description)</b>	<b>Open/Active</b>	<b>Closed</b>	<b>Disposal</b>	<b>NOTES</b>
General correspondence and preserved electronic documents	1 year	2 years	Shred/Delete	
Deeds	1 year	Indefinite	Archive	
Director's compensation and reimbursement	1 year	4 years	Shred/Delete	Dispose after director leaves the Board
Director's fees	1 year	6 years	Shred/Delete	Dispose after director leaves the Board
Disability Claims	1 year	Indefinite	Archive	
Electronic mail	90 days	90 days	Shred/Delete	
Easements	1 year	Indefinite	Archive	
Employee records	1 year	6 years	Shred/Delete	
Employee records terminated	1 year	6 years	Shred/Delete	
Employee time records (i.e., payroll files) including deduction authorizations and overtime	1 year	6 years	Shred/Delete	
Employee travel and expense records	6 years	6 years	Shred/Delete	
Equipment maintenance records and contracts	1 year	5 years	Shred/Delete	
Financial reports, miscellaneous	10 years	10 years	Shred/Delete	
Financial statements, annual	1 year	Indefinite	Archive	
Historical files (history of the District)	1 year	Indefinite	Archive	
Insurance certificates and policies	1 year	6 years	Shred/Delete	
Inventory records	1 year	6 years	Shred	
Investment portfolio	1 year	Indefinite	Archive	Permanent for research/historical value
Investments documents	1 year	6 years	Shred/Delete	
Lease Agreements	1 year	6 years	Shred/Delete	Permanent for research/historical value

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Record Series (Description)	Open/ Active	Closed	Disposal	NOTES
Ledgers, General and Journal	1 year	Indefinite	Archive	
Legal opinions	1 year	Indefinite	Archive	
Policies and Procedures	1 year	Indefinite	Archive	
Resolutions	1 year	Indefinite	Archive	
Retirement plan agreements and related documents	1 year	Indefinite	Archive	Permanent for historic value
Vehicle operation records	1 year	3 years	Shred/Delete	
Vendor files, miscellaneous correspondence	1 year	1 year	Shred	Dispose when no longer relevant
Workers' compensation files	1 year	6 years	Shred/Delete	

*\*Schedule Instructions*

1. Records are Open/Active files for at least the period stated as a matter of general practice. After the Open/Active period has passed, to the extent possible, records will be identified to the applicable department for closure recommendation via electronic records management systems.
2. Records placed in closed files will be retained for the scheduled period. Notice to the applicable department will be made prior to disposal.
3. The CEO shall have discretion to retain hard copies or scan the records for retention purposes.

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	Title: COMMUNITY HEALTH CONTRACTS/ GRANT POLICY & PROCEDURES	
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The 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.

**GUIDELINES**

**PROGRAMS:** The 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 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.

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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. 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

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

**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.

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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 AND 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.*



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**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:

- 1<sup>st</sup> Quarter: 2<sup>nd</sup> Wednesday of October
- 2<sup>nd</sup> Quarter: 2<sup>nd</sup> Wednesday of January
- 3<sup>rd</sup> Quarter: 2<sup>nd</sup> Wednesday of April
- 4<sup>th</sup> Quarter: 2<sup>nd</sup> 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:

- 1<sup>st</sup> Quarter Check: 1<sup>st</sup> Wednesday of July (may vary depending on July 4 holiday)
- 2<sup>nd</sup> Quarter Check: 1<sup>st</sup> Wednesday of November
- 3<sup>rd</sup> Quarter Check: 1<sup>st</sup> Wednesday of February
- 4<sup>th</sup> Quarter Check: 1<sup>st</sup> 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.

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**SPONSORSHIP OF CHARITABLE EVENTS:** The District 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 eighty percent (80%) 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.

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	Title: USE/RENTAL OF DISTRICT FACILITIES	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

The District owns and operates various facilities to carry out its mission. The District has determined that the public or other entities may be allowed to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary to meet District needs from time to time. The District's procedure for use of facilities is as follows:

1. Organizations or individuals shall submit requests to the District's CEO or Wellness Center Administrator in advance (30 calendar days or more) for use of one or more facilities. Requests should be submitted on the FRHD Facility Use Policy/Rental Agreement form which can be found on the District website

: <https://www.fallbrookhealth.org/facility-use-request-form>.

The CEO or Wellness Center Administrator will notify the applicant of approval or denial of the request within fifteen (15) days unless more information is required for a decision.

2. Organizations or individuals whose request is denied by the CEO or Wellness Center Administrator may request a hearing with the District Board of Directors for reconsideration of their request. A hearing shall be held within thirty (30) days of receipt of such a request in writing outlining the reasons for the request and any explanation of the factors appealed by the applicant.

The Board of Directors may establish a user fee and deposit fee schedule for various facilities by resolution using criteria and costs borne by the District for operation and maintenance of such facilities. The user fee may be adjusted from time to time to reflect changes in costs of use and maintenance of the facility.

1. District staff shall collect a deposit and estimated use fee in advance of reserving a facility. The deposit shall include a reasonable estimate of the clean-up and administrative time for handling the reservation. The deposit may be refundable to the extent that clean-up costs are less than the de-posit, minus the administrative processing costs.

A priority schedule for use of facilities may be established using the following general criteria:

- a) Use by the Registrar of Voters for elections;
- b) Community activities which directly benefit the District or its customers;
- c) Public or non-profit organizations for non-political or non-commercial uses; and
- d) Commercial or private uses to the extent that other users have not expressed an interest in use of the facility for that date at least 30 days in advance.

Partisan or political activities may not be conducted in District facilities to avoid any implication of District involvement in such activities or use of public resources for those purposes.

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Any organization or individual requesting use of District facilities shall be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. If alcohol is to be served, an alcohol liability insurance rider is required. Any organization or individual requesting use of District facilities shall execute a waiver of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility.

All requesting organizations will be required to comply with federal, state and local laws in the use of District facilities. If special permits such as large gathering permits, fire or building code or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

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	Title: DELEGATING MINOR CLAIMS SETTLEMENT TO CEO	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of the Fallbrook Regional Health District Board of Directors to provide an efficient procedure for handling minor claims filed against the District to an employee pursuant to Government Code section 935.4.

Minor claims are considered claims that do not exceed Ten Thousand Dollars (\$10,000).

The Board of Directors authorizes the Chief Executive Officer to take all administrative actions necessary to resolve minor claims against the District which do not exceed Ten Thousand Dollars (\$10,000).

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	Title: STRATEGIC PLANNING	
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The Fallbrook Regional Health District is responsible for promoting health and wellness. The Board of Directors has established a standing committee to monitor and make recommendation regarding the status of the District’s Strategic Plan.

The Board of Directors will meet at least annually to assess, review, and update its strategic plan. This may take the form of a retreat, workshop, special meeting, or part of a regularly scheduled meeting, as appropriate.

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	Title: FINANCIAL OPERATIONS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

It is the policy of the Fallbrook Regional Health District to comply fully with the financial statutes of the State of California as they related to healthcare Districts.

**GUIDELINES:**

1. The ultimate responsibility for the District’s financial position and direction rests with the Board of Directors of Fallbrook Regional Health District (“Board”). Issues such as strategic planning, investment guidelines, funding of projects, major purchases or expenditures, and operating budget are to be authorized at the Board level.
2. The Board has established a Finance Committee to provide advice to the Board of Directors, Board Treasurer and District staff.
3. The Chief Executive Officer is given the authority and responsibility for conducting the District’s business within the framework of the Board approved budget, policies, and governance. The Chief Executive Officer shall be held accountable to the Board for the financial performance of the District.

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	Title: FINANCIAL INTERNAL CONTROLS	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

To maintain an appropriate level of internal control over the custody of cash, the Fallbrook Regional Health District (the District) Board of Directors centralizes signature authority with specific staff and Board members.

Internal control, as effected by the District’s Board of Directors, management, and staff, provides reasonable assurance 1) that assets are safeguarded, 2) of compliance with applicable laws, regulations, contracts, policies and procedures, and 3) of the reliability, accuracy, and timeliness of financial reporting.

In safeguarding assets, whenever practical, the functions of authorization, custody, and recording shall be segregated among staff (i.e., not performed by the same individual). When not practical, particularly due to limited staffing, overriding controls, such as oversight and approvals by the Board and management, will be implemented.

Signature authority over each account maintained by the District shall be approved in separate resolutions, one for each account, in accordance with that financial institution’s requirements and with the following guidelines.

There will be established procedures for the adequate separation of duties, including at least the following:

- a) receipt log of all cash/checks received is logged by an employee not in the Finance department - Receptionist;
- b) the Bookkeeper prepares or oversees the deposit and ensures it is made; either through a physical deposit to the bank branch or by using the check scanning machine and software provided by agreement with Five Star Bank;
- c) the bank reconciliation will be prepared promptly after month-end by the contracted bookkeeper, who has no authority to sign checks or authorize other debits against the account;
- d) all invoices presented for payment must be approved by either the CEO or Chief Administrative Officer;
- e) every check above \$5,000 must be signed by two authorized signers;
- f) all paid invoices shall be so marked and filed for reference;
- g) the same employee cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records,

There will be an annual financial audit and any finding(s) shall be reported to the Board of Directors with simultaneous notice to the CEO.

There will be biennial audits of the Property/Liability and Workers’ Compensation Program claims paid by the District and those report(s) will be promptly presented to the Board.



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In regard to District's cash reserve account in the Local Agency Investment Fund (LAIF), the District will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines, and that transfers out of LAIF may only be made to District's General Operating Account and must have the approval of one of the following individuals: 1) Chair, 2) Vice Chair, 3) Secretary of the Board, 4) CEO, 5) Treasurer of the Board. The requests for such transfers out of LAIF shall be signed by one of the five individuals above and be supported by detailed information which shall be maintained by District's Board Clerk.

That other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board may, from time to time designate by resolution; and

That funds in the investment account(s) shall only be withdrawn upon approval of the Board's Chair, Vice-Chair, or Treasurer. Such withdrawals must then be remitted only to one of the checking accounts referred to in this policy. The requests for such transfers shall be signed by the CEO and be supported by detailed information which shall be provided to the Director approving the transfer. Such information shall be maintained by District's Board Clerk.

To maximize interest earnings and manage District's cash flow needs, the CEO will strive to maintain a reasonable balance in the checking accounts to off-set monthly bank charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF or the long-term investment accounts.

Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the District's bank accounts may only be established by the CEO. Subsequent use of these Fed-wire or ACH templates shall require two staff – an initiator and an approving staff person.

The signing of any checks written on the accounts of the District will be in accordance with the District's purchasing policy. All "fed wires" or ACH transfers that exceed \$50,000 shall be considered similar to a "large check" and be disclosed monthly to the Board.

Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the District's Claim Settlement Policy.

The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor

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	Title: INVESTMENT POLICY	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

**GENERAL PROVISIONS**

The Fallbrook Regional Health District Board of Directors shall adopt an annual investment policy each year not later than the third Friday in May. **A copy of the current investment policy shall be available at the District office and posted on the District website.**

The investment policy shall conform with California Government Code section 53901 as amended.

The Chief Executive Officer and Chief Administrative Officer shall provide investment advice to the Finance Committee, which is the delegated investment authority, within the guidelines of the approved investment policy.

The CEO and CAO shall also provide the Board of Directors with a statement of investments and current earnings not less frequently than quarterly.

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	Title: RESERVE POLICY	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

## GENERAL PROVISIONS

The District shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated conservation projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

**Policy:** Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- a) Capital Improvement & Maintenance Reserve: Capital Improvements Reserve will accumulate from existing unrestricted funds at a rate of \$5,000 annually. Designated Capital Improvement Funds may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system installation, parking lot and outside lighting improvements, etc.). The maximum amount of Capital Improvement Reserves will be \$250,000. When the annual accumulation would increase the Reserve beyond \$250,000, only the amount required to reach the maximum will be reserved.
- b) Administrative Operations Reserve: Operations Reserves will accumulate from existing unrestricted funds at a rate of that preserves an amount of 12 months operating expenses.

## Using Reserve Funds:

- a) Designated Project/Special Use Reserve: Projects, programs or special uses will be identified by the CEO and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to value to the District and the people it serves.

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	Title: RESERVE POLICY	
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- b) Capital Improvements Reserve: Capital Improvements Reserves shall be limited to costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets.
- c) Operational Reserves shall be accrued to ensure at least 12 months of minimal facility and administrative functions. Reserve funds shall be utilized to support:
  - 1. Administrative operational functions, including minimal staffing levels and administrative/office expenses;
  - 2. facility operations;
  - 3. facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).

**Monitoring Reserve Levels:** The CEO, in collaboration with the District Accountant, shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual deliberation/approval of Budget and Reserve Funds.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy;
- b) Upon CEO and/or Board request.

**A copy of the current investment policy shall be available at the District office and posted on the District website.**

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	Title: ANNUAL BUDGET	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

The Fallbrook Regional Health District Board of Directors shall adopt an annual budget covering anticipated receipts and expenditures for the District’s fiscal year July 1 through June 30.

The Finance/Audit Committee shall present to the Board of Directors the following documents:

- |                                |  |
|--------------------------------|--|
| Final Budget:                  | Not later than the third Friday in June      |
| Mid-Year Review (if required): | Not later than the third Friday in February  |
| Year End Audit:                | Not later than the third Friday in September |

The Chief Executive Officer will provide recommendations to the Finance/Audit Committee. Approval of the final budget and any revisions of the budget requires Board approval.

Any consideration by the Board of Directors of potential expenditures of funds that will establish specific budget line items and/or that will result in revisions to the budget shall be considered for recommendation to the Board of Directors by the Finance/Audit Committee.

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	Title: CREDIT CARD USE/EXPENSE AUTHORIZATION	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

The purpose of the Credit Card Use policy is to prescribe the internal controls for management of District credit cards. This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

A credit card shall be issued to the CEO, Wellness Center Administrator and Chief Administrative Officer or other staff as necessary. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

- a) All credit card bills shall be paid timely to avoid late fees and finance charges.
- b) All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
- c) All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.
- d) The CAO shall review and approve credit card transactions by the CEO. The CEO shall review and approve credit-card transactions by the CAO and Wellness Center Administrator. The credit card statement is part of the Finance Committee monthly meeting packet.
- e) All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

**EXPENSE AUTHORIZATION:**

All purchases made for the District by staff shall be authorized by the CEO or CAO, and shall be in conformance with the approved District budget.

Any commitment of District funds for a purchase or expense greater than \$10,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$400.00.

- a) Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s)

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	Title: CREDIT CARD USE/EXPENSE AUTHORIZATION	
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appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the CEO or CAO, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$100.00.

- b) No personal checks shall be cashed in the petty cash fund.
- c) The petty cash fund shall be included in the District's annual independent accounting audit.

Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the CEO before remuneration. The District has established a reimbursement request form and no reimbursement will be made without submission of a request on that form.

Requests for reimbursement to the District must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.

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	Title: TRAVEL AND REIMBURSEMENT OF EXPENSES	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

Board Members, Employees and Volunteers of the District are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business. Including expenses relating to driving on District business (mileage), travel, meals, lodging and other actual and necessary expenses incurred in the performance of official business and attendance at meetings and conferences on behalf of the District. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor or the governmental rate, if available.

1. Requests for reimbursement for travel expenses, mileage or meals must be submitted to the CEO for approval on form 2026A – Travel Expense Reimbursement. Receipts must be attached. Mileage will be reimbursed at then-currently approved Internal Revenue Service rates.
2. Mileage must be submitted to the CEO for approval on form 2030A – Travel Expense Reimbursement.
3. All travel by District on official business outside the County of San Diego will require approval in advance from the CEO. FRHD will arrange and pay direct for airfare, lodging and conferences where practical for staff.
4. Rental of automobiles for business must be approved in advance by the CEO.
5. Meals & Incidentals (M&IE) reimbursement rates are set maximums per meal (Breakfast \$17, Lunch \$18, Dinner \$34, Incidentals \$5), per day day (maximum of \$74). For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:
  - a) First day of travel:
    - Trip begins at or before 6 am - Breakfast may be claimed, Trip begins at or before 11 am - Lunch may be claimed, Trip begins at or before 5 pm - Dinner may be claimed
  - b) Continuing travel after 24 hours:
  - c) Trip ends at or after 8 am - Breakfast may be claimed, Trip ends at or after 2 pm - Lunch may be claimed, Trip ends at or after 7 pm - Dinner may be claimed
  - d) Fractional day travel (trips less than 24 hours):
  - e) Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed, Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed, If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.



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	Title: TRAVEL AND REIMBURSEMENT OF EXPENSES	
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6. Tipping: Reimbursement for tips related to allowable meal or transportation expenses incurred while conducting approved state business as follows: up to \$2.00 or 20%, whichever amount is greater.
7. Alcoholic Beverages: Board and Staff shall not receive reimbursement for purchasing alcoholic beverages while conducting approved District business.
8. Reimbursement forms must be submitted within 60 days from the date that the expense was incurred.

Attendees of events that are at the expense of FRHD may be required to provide brief reports on the events attended at the next regular meeting of the committee that the attendee is a member of or at the next Board of Directors meeting.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: FIN-08	Page 1 of 1
	Title: ACCOUNTS PAYABLE	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

All payments will be by check or wire transfer. All checks for expenditures over Ten Thousand Dollars (\$10,000) must be countersigned by either the Board Treasurer or Secretary. Wire transfers must be approved by both the Chief Executive Officer and one other authorized signer per bank signature card.

Vendors will be paid under the terms of conditions of the purchase and after verification that goods are received and vendor invoices conform to the purchase.

Taxes will be paid under the terms and conditions of the laws and regulations governing such taxes. Service agreements for work performed by others for the District will be paid under the terms and conditions of the service agreement, and after charges have been verified correct. The Chief Executive Officer must approve the service agreement.

All other accounts payable not covered by purchase order or service agreement must be approved for payment by the Chief Executive Officer.

<b>FALLBROOK REGIONAL HEALTH DISTRICT</b>	Policy #: FIN-09	Page 1 of 2
	Title: PURCHASING AND PROPERTY CONTROL	
Policies and Procedures Manual	Board Approval Date: <u>07/10/2024</u>	

1. Purchasing Policy.

The Board of Directors shall adhere to the purchasing and contracting guidelines of the Local Health Care District Law including the competitive bidding requirements of Health & Safety Code section 32132. All obligation authority shall reside in the Board of Directors. In order to facilitate the orderly conduct of the District’s business, the Board has delegated the authority set forth in this Purchasing Policy.

A. Specific Delegation of Authority.

(1) The Chief Executive Officer (“CEO”) is authorized to make purchases and contractual commitments in amounts specifically authorized by the Board.

(2) The CEO shall have unilateral authority not to exceed Ten Thousand Dollars (\$10,000).

(3) The CEO shall have the authority to expend amounts not to exceed Ten Thousand Dollars (\$10,000) for needed supplies, equipment, and services without the prior authorization by a vote of the entire Board. Procurements shall be neither divided into smaller segments nor accomplished incrementally in order to satisfy the \$10,000 threshold.

(4) Routine, recurring, and budgeted items for which monthly billings are paid and for which annual outlay will exceed Ten Thousand Dollars (\$10,000), such as janitorial, security, general counsel, utilities, public relations consultant, legislative advocacy consultant, and the like, do not require separate Board approval from the authorized in the annual budget. Inclusion in the annual budget constitutes Board approval. However, any individual disbursement exceeding \$10,000 to pay such expenses shall require two (2) check signers, including at least one authorized Board member.

B. Petty Cash (Impress Fund).

Petty cash may be utilized for purchases of One Hundred Dollars (\$100) or less or to reimburse employees for job related out-of-pocket expenditures of \$100 or less. If a purchase under \$100 is to be made with petty cash, obtain a Petty Cash Receipt from the petty cash officer. The data to be provided on the Petty Cash Receipt should include the following:

- (1) Date of request;
- (2) Name and signature of person drawing the funds; and

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(3) Purpose for which the purchase is being made.

Fill in the requested information and draw the petty cash advance. After the purchase has been made, the purchase receipt is to be given to the petty cash officer to be retained with the Petty Cash Receipt.

If an authorized purchase under One Thousand Dollars (\$1,000) has been made by an employee using personal funds, reimbursement will be made from petty cash upon presentation of a purchase receipt and a properly completed Petty Cash Receipt.

The petty cash officer must balance petty cash funds and submit a request for reimbursement at least quarterly. Reimbursements will be made only with appropriate receipts.

C. Credit Cards.

The use of credit cards shall be in accordance with Policy FIN-06 "Credit Card Use."

D. Legal Review.

All contracts (a term which is defined as an all-inclusive description of contractual agreements whether on a District form or a vendor form) including purchase orders, leases, joint venture agreements, or grants shall be reviewed by the District's legal counsel for legal sufficiency prior to execution on behalf of the District.

2. Property Control.

Property purchased or leased by the District shall be recorded for purposes of accounting and an annual inventory to be completed in the month of July, for the prior fiscal year. The CAO shall be in charge of all property records.

3. Capitalization Threshold.

Purchases of long-lived assets of less than Five Thousand Dollars (\$5,000) will be expensed.