

ALTA HEALTHCARE DISTRICT MINUTES
MEETING HELD ON ZOOM

MEETING DATE: THURSDAY, FEBRUARY 17, 2022
TIME: 11:00 A.M.
SHELTER IN PLACE: ALL BOARD MEMBERS, STAFF, AND GUESTS APPEARED THROUGH ZOOM

BOARD ATTENDANCE

AREA I	JAVIER QUEVEDO	VICE CHAIR	ABSENT
AREA II	KATHY GRANT		PRESENT
AREA III	YVETTE BOTELLO	CHAIR	PRESENT
AREA IV	MARTHA SWAIM		PRESENT
AREA V	MARGIE DAVIDIAN		PRESENT

STAFF

CHIEF FISCAL OFFICER	JANA SPADE	PRESENT
CLERK OF THE BOARD	STEFANE LAWSON	PRESENT
ATTORNEY	MICHAEL WILHELM	PRESENT

GUESTS

JORDON WEBSTER	DINUBA FIRE CHIEF
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**MISSION: WE EXIST TO ENHANCE THE PHYSICAL AND MENTAL HEALTH OF ALL RESIDENTS
OF THE DISTRICT FROM CONCEPTION TO FINAL PASSING.**

1. CALL TO ORDER – The meeting was called to order at 11:00 a.m. by Chairperson Yvette Botello.
2. INTRODUCTIONS OF BOARD MEMBERS, STAFF AND GUESTS
3. CONSENT CALENDAR
Motion to approve the Minutes of January 20, 2022, as presented, was made by Martha Swaim, seconded by Margie Davidian and approved. Minutes of the January 20, 2022 Meeting shall be executed by Stefane Lawson, the new Clerk of the Board, even though the Minutes of January 20, 2022 were taken by the previous Clerk of the Board, Irene Clements.
4. PUBLIC COMMENT
Jordan Webster updated the Board on the progress of the Ray Millard Paramedic Scholarship Program, stating that he is in receipt of the check from the Board covering the tuition of the two affirmative trainees; the two trainees are both doing well in the program. Jordan Webster stated there is currently one remaining firefighter in backgrounds that the fire department is hoping to bring on board by mid-March, which will bring the fire department back to full staffing; the two paramedic trainees, upon completion of the program, will roll into a full-time paramedic position; due to the COVID-19 pandemic, the fire department had 11 or 12 vacancies at one time, which created great difficulty for a 27-total staffing; the paramedic programs in our area tend to commence in January and end in August; the next program is set to start closer to August 2022. A brief update was provided by Jordan Webster on the expected delivery of the new ambulance. Jordan Webster advised that two ambulances were ordered at the same time, the first of two expected June 10, 2022. Jordan Webster explained that one of fire department's ambulances was involved in a traffic accident and has been

deemed totaled, occurring right around the same time that the fire department asked for financing for ambulances. The fire department has been able to secure only one chassis at this time due to the great shortage of microchip(s) and equipment, the availability of the other chassis is currently unknown. The two ambulances were purchased at the originally-honored price and both are under contract. Jordan Webster advised that the fire department is also looking for a new fire engine/truck to purchase in the next year or two, and the lead time on those are averaging a 450 to 600-day outlook. Fortunately, the fire department is not in a big hurry for the new engine. Jordan Webster stated that the pandemic is creating great difficulty in getting vehicles, radios, vendors are charging over retail prices, and purchases are challenging; the fire department is delaying the purchase of equipment that is not immediately necessary.

5. PUBLIC HEARING ON REDISTRICTING (SECOND HEARING)

- 5.1 Explanation of Election Zones – Michael Wilhelm reported that the Board received a letter from Tulare County Elections Office requiring the District to complete a redistricting analysis of the five zones within the District, and the District has to then hold several public hearings concerning the process of rezoning; with hours of research and the help of his paralegal, Michael Wilhelm located a demographic company qualified to provide the necessary service; the demographic company will determine the current population spread and work with the District to determine where appropriate lines should be drawn within the District; when this process was last completed, some twenty years ago, the Alta District was a “one size fits all” District - all five Board Members were elected at large for the District; there was a lawsuit filed at some point which resulted in the requirement to become a five-zone district; the District is now under a consent order from the Court; and the District now needs to call a public hearing to see if anyone wants to comment.
- 5.2 Public Hearing – Yvette Botello called to order the public hearing on rezoning to see if the public had any comments on the subject. Hearing no comments, the public hearing was closed.
- 5.3 Public Comments and Questions - None
- 5.4 Board Questions and Discussion – Michael Wilhelm explained that the District will hire a demographer, and this particular company has a two-step process. The first step is to determine whether the lines need to be redrawn; the first part of the survey is to determine what the current population mix is within the five zones. Michael Wilhelm explained the applicable rules. The demographer will complete the first part of the survey and report back to the District at the March meeting and advise of any necessary changes in the lines to balance out the population within the five zones. The cost for the first step is \$9,500.00. If it is determined that the District does need to move lines/adjust the population balance within the five zones, then the cost for the second step is \$12,000.00, which will require a special meeting in April 2022 to approve the second phase. Davis Demographics primarily works primarily with school districts, which is a good fit for the District. There were no additional questions.
- 5.5 Appointment of Redistricting Committee/Chair – To serve with Michael Wilhelm on the redistricting committee, which requires two Board Members, the Chair appointed Javier Quevedo and Margie Davidian.
- 5.6 Approval of Hiring Davis Demographics at \$21,500.00 – Motion to approve contract with Davis Demographics and approval of redistricting committee stated above made by Martha Swaim, seconded by Kathy Grant, approved.

6. GRANT APPLICATIONS, REPORTS AND INFORMATION

- 6.1 Discussed request of Nancy Rivera of Proteus at the Hodges Community Center seeking resources for children, adolescents and adults for Mental Health Awareness on May 5, 2022, at 5750 Avenue 378, Dinuba, California. The Board agreed there is no product readily available for distribution by the District to facilitate this event; had the applicant asked for funding, the District would be in a position to assist, but without that specific request, the District cannot provide the services sought by this applicant. The Board agreed this request cannot be fulfilled by the District. It was also reported that the recent Grant Application submitted by Cutler-Orosi Joint Unified School District will be on the March 2022 Agenda; a special meeting will be held in April 2022, wherein this particular Grant Application will be up for potential approval and, if not in April 2022, then in May 2022.

7. REPORT OF STEFANE LAWSON, BOARD CLERK

- 7.1 Review of Records and Transition Update - Stefane Lawson provided the Board with the status of her review of non-financial records received from the previous Board Clerk, Irene Clements, on January 28, 2022, as well as the general contents of the three bankers boxes received; she was briefed on the basics of the District's website and the management of same; she will include her bio and photo on the website as soon as possible. Stefane Lawson asked that all Board Members share with her any expectations they may have, requests, criticism, website changes/ recommendations. Upon completion of her review of the records received, Stefane Lawson will provide a list of questions to Michael Wilhelm, along with a copy to Yvette Botello.
- 7.2 Questions and Answers with Board – Michael Wilhelm advised Stefane Lawson to determine what records need to be kept and provide a list of the records that should be destroyed; the list of proposed records to be destroyed shall be included on the following agenda to get the Board's permission to destroy such records. Moving forward, this purging process shall be managed annually. The District must retain all Minutes and Agendas, however, the other older items can now be destroyed, once approved by the Board; this process of reviewing/itemizing the records is expected to take significant time. Stefane Lawson will also assist with the anticipated Community Partners' Meeting, as there will be a variety of additional job duties requested of her.

8. OLD BUSINESS

- 8.1 Report of Current Investment Account - Jana Spade confirmed receipt of \$300,000.00 in January 2022 from property taxes. The Investment Account currently has a balance of approximately \$950,000.00.
- 8.2 Flash Report – Jana Spade reported on the total resources of the District at the current time, including funds in reserve.
- 8.3 Grant Status Report - Jana Spade provided the Board with a report on the status of all grants that have been made and when the grantees would be reporting back to the Board on the use of the grants.
- 8.4 Budget Status Report - Jana Spade provided a report on the current status of the actual income and expenses of the Board and advised of the need to adjust the budget to allow for the survey costs. Michael Wilhelm confirmed the necessary set aside is \$21,500.00 in the budget for Davis Demographics. Jana Spade also reported the need of an additional \$500.00 charge for the District Report completed by Dennis Hylton, CPA. Jana Spade requested confirmation of the allowed amount in the miscellaneous budget

before requirement of approval by the Board. Michael Wilhelm advised there should be enough money in the miscellaneous account, a ten percent variance from what was originally charged, but the Board's approval is required for any larger amount.

- 8.5 Any Budget Adjustments Due to Operational Expenses – Jana Spade advised of difficulties with ensuring timely deposits and payments with Bank Of The West. Michael Wilhelm advised Jana Spade she can consider moving the account(s) to a bank geographically closer to her location, and Jana Spade explained that she was originally eager to do so, however, this is a treasury account and requires three training classes just to be able to be approved to use the government account. Jana Spade reported that, though she does not want to have possession of a \$300,000.00 check for a few weeks and was hopeful to expedite the deposit by way of overnight delivery via FedEx, but considering that Bank Of The West is responsive to her and there were no issues with the EFT transfers, she will leave the banking where it is. Jana Spade confirmed that Margie Davidian and Javier Quevedo both receive paper checks; and Katy Grant, Yvette Botello and Martha Swaim all receive direct deposits.
- 8.6 Motion to approve Davis Demographics fees to the budget at \$21,500.00, as presented above, was made by Kathy Grant, seconded by Martha Swaim, approved.

9. NEW BUSINESS

- 9.1 Rules on Zoom Meetings After January 31, 2022 – Mike Wilhelm reported that this February 17 Meeting was being held under a Resolution, Resolution 2022-1, that the Board approved at the last meeting. The resolutions are only effective if the Governor has a current state of emergency announced and the Board finds that the Zoom meetings are necessary to protect public health and safety. The resolutions are only good for 30 days. We need to determine how we want to conduct the March meeting – by Zoom or in person. If we want to do Zoom again in March, another resolution needs to be passed, which would be Resolution 2022-2. If the Board chooses, the March meeting can be in person.
- 9.2 Setting March 17 Meeting – The next meeting of the Board will be March 17, 2022, at 11:00 AM by Zoom.
- 9.3 Adoption of Resolution 2022-2 - Resolution 2022-2 was moved by Martha Swaim, seconded by Margie Davidian, approved. This allows the Board to conduct Zoom meetings through March 22, 2022.

10. MISCELLANEOUS COMMENTS/QUESTIONS – Board/Staff

Margie Davidian asked that Davis Demographics supply the redistricting committee with information on their process, as it has been many years since such a process has been done for Alta District. Michael Wilhelm explained that, once the contract is signed, the committee will schedule a teleconference with Davis Demographics to discuss all questions/concerns. Execution of Page 6 of the contract from Davis Demographics shall include Yvette Botello only and inclusion of Jana's name as the billing person.

11. CLOSED SESSION (BOARD ONLY – REVIEW OF STAFF - Government Code §54947)

- 11.1 Explanation of Closed Door Session – Michael Wilhelm explained the Board shall do a review of Jana Spade as Chief Fiscal Officer of the Board, as well as a review of Michael Wilhelm as legal counsel for the Board; there is no need to do a review of Stefane Lawson as Board Clerk at this time, as she Just started. Jordan Webster and Stefane Lawson left the Zoom meeting to allow the others to commence the Closed Door Session.

11.2 Closed Session – Board Only with Individual Staff

11.3 Review of Attorney

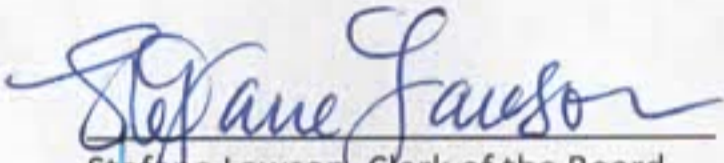
11.4 Review of CFO

11.5 Back to Public Session

12. NEXT REGULAR MEETING: DATE: MARCH 17, 2022; TIME: 11:00 A.M.; PLACE: ZOOM

13. ADJOURNMENT: 11:54 A.M.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Stefane Lawson". The signature is written in a cursive style with a horizontal line underneath the name.

Stefane Lawson, Clerk of the Board
Alta Healthcare District