

ALTA HEALTHCARE DISTRICT MINUTES

MEETING DATE: THURSDAY, NOVEMBER 17, 2022  
TIME: 11:00 A.M.  
PLACE: DINUBA FIRE DEPARTMENT, 496 East Tulare Street, Dinuba, CA 93618

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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 11:08 a.m. by Chairperson, Yvette Botello
2. INTRODUCTION OF BOARD MEMBERS, STAFF AND GUESTS

BOARD ATTENDANCE

AREA I	JAVIER QUEVEDO	VICE CHAIR	PRESENT
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
DISTRICT COUNSEL	ALEX PELTZER	PRESENT

GUESTS

JOANNE BEAR	DINUBA FIRE DEPARTMENT	
ADRIANA MACIAS	PELTZER & RICHARDSON LC	LEGAL ASSISTANT/OFFICE MANAGER
ROBERTO VACA	MONSON-SULTANA SCHOOL	SUPERINDENDENT

3. CONSENT CALENDAR

3.1 Adoption of Minutes of the September 15, 2022, and the Minutes of Special Meeting held October 20, 2022, **Motion by Martha Swaim and seconded by Margie Davidian and approved.** Minutes of the September 15, 2022, and October 20, 2022 Meeting shall be executed by Stefane Lawson, Clerk of the Board.

4. INTRODUCTION OF INTERIM BOARD CLERK CANDIDATE

District Counsel Peltzer introduced Adriana Macias, office manager and legal assistant for his firm as a possible interim Clerk of the Board to fill the position after Stefane has completely transitioned out of the position. Adriana has education and experience that qualifies her to fulfill the position in the interim.

5. PUBLIC COMMENT

Jordan Webster was not available to attend this meeting. Joanne Bear appeared in his place. She arrived at 11:18 a.m. and formally introduced herself. She works with the public in prevention and investigation for building inspections and code enforcement. No public comment was made aside from her introduction.

## 6. GRANT APPLICATIONS, REPORTS, AND INFORMATION

6.1 Monson Sultana – Review and discuss grant application for an additional full time School Counselor. Roberto Vaca appeared on behalf of Monson-Sultana School. District Counsel Peltzer reminded the board that at the October Board Meeting, the Board granted an increase to a prior grant funding a School Counselor 4 days a week. The increase was \$25,000 intended to pay for a cost-of-living increase of \$5,000 to the counselor and \$20,000 for an additional Social Worker who will be on campus one day a week for the remainder of the school year 2022-2023. District Counsel Peltzer emphasized that this current grant is one of two being requested at this meeting for the same school and they are for a span of three school years. Mr. Vaca described what the funds were being applied to for the increase of \$25,000 that was approved in October and what the current grant application would be used for which is a second School Counselor five days a week. Board Chair Botello asked Mr. Vaca if there was other funding, he could obtain to cover a portion of the costs to and he stated that he could not get any more funding because of their decrease in enrollment at the school. Mr. Vaca stated that due to their enrollment numbers decreasing, the school's budget will decrease by \$226,784 for 2023-2024 school year. Peltzer requested more information of Mr. Vaca on how many counselors are typically provided to a school of their size. Mr. Vaca stated that Pre-pandemic the average was one counselor per school site but Post-pandemic it is based on need and there is no specific formula. **Motion by Vice Chair Quevedo and Second by Director Davidian. Approved with Modified Terms for \$100,000 for one school year.**

6.2 Monson Sultana – Review and discuss grant application for a School Resource officer. Roberto Vaca appeared on behalf of Monson-Sultana School. District Counsel Peltzer pointed out that there is a Staff Memorandum provided that details the request and how it meets grant criteria. The grant application requests \$105,000 for three separate school years. The current school year (2022-2023) is reduced as the school was able to allocate funds within their budget to pay for two days a week, so they are requesting that the district fund the remaining three days per week for this school year. Mr. Vaca expressed the importance of the SRO's presence on campus and them being the first line of defense not only for immediate safety but also as an authoritative figure the children can confide in as informal counselors to then triage the situation and find them the help they need. Mr. Vaca states that the SRO has gained the trust of the students and already was able to assist a student that was being sexually abused and had mental health issues as a result. Peltzer points out to the board that they should consider the fiscal impact each of the grants will have on the District's Budget. Board Chair Botello expressed concern for distributing majority of the District's budget in one area. Mr. Vaca was asked if he had to choose just one out of the two new applications, which one would it be. Peltzer advised that if the Board approved both that they would be granting over \$300,000 for this school year alone to a school that only accounts for one fifth of the District's jurisdiction. Botello offers to pay for half of either of the grant applications. Mr. Vaca states he cannot come up with any additional funds to supplement for the rest that would be needed because of the budget cuts due to the lack of enrollment. He did advise that he was actively applying for other grants and one in particular was applied for in partnership with Cutler- Orosi Joint Unified School District for Mental Health assistance but will not know if they were selected for several months, but if he had to choose, he would choose the second school counselor. Chief Fiscal Officer Spade asks Mr. Vaca to clarify what the average counselor to school ratio is and why he does not have that. Mr. Vaca answered by stating that Monson-Sultana is a one school- school district, so they do not have other sites to lean on as Dinuba or Cutler-Orosi does because those school districts

have multiple schools within their districts. Peltzer and Botello offer the option that the Board could offer to grant the school a portion of what they are asking. Board Member Davidian expresses her concern for the mental health of the children as she sees it first-hand. Vice Chair Quevedo suggests granting funding for the remainder of the 2022-2023 school year and advising Monson-Sultana School to apply again for the following year. Peltzer advises that the District has \$200,000 unspent funds to consider and that in the future the Board advise the public that they need applications sooner. Mr. Vaca asks that the board consider funding the SRO based on funding the remainder of the 2022-2023 school year for 3 days a week only which will not be more than \$32,000 because we are halfway through the year. Mr. Vaca will get final total from the Lieutenant from Tulare County Sheriff's Department and provide data on how the SRO has improved the mental health of the students. Davidian expresses that she believes it is a good idea. **Motion by Director Grant, Second by Vice Chair Quevedo. Approved with Modified Terms and stipulation that actual dollar amount be provided for the remainder of the 2022-2023 school year.**

Mr. Vaca invites the board to attend a ribbon cutting for Monson-Sultana School's new gymnasium and library in August 2023 and requests to take a picture with the board to publish on the school site acknowledging the District for the grants being funded.

#### 6.3 Cutler-Orosi High School – Review and discuss status of overdue grant reports.

District Counsel Peltzer points out the new Memorandum form and that all the grant applications and reports should be accompanied by one moving forward. Peltzer explains that Cutler-Orosi High School was overdue in providing their grant report and/or and extension request to spend the funds that were previously given to them. The District requested a report in July and did not receive a response; the Districted again requested a report in September and was answered with an incomplete report; After Chief Fiscal Officer Spade advised them that they would have to pay the unspent total if they did not comply with our requests, the school provided a spread sheet that satisfied the board. CFO Spade questions if the board expects her to follow up on the grants and audit the spending. The Board collectively agreed that they would like CFO Spade to request a general spreadsheet of how the funds are being spent and annually follow up on multiple year grants. CFO Spade states that she believes the school was going to request another grant this school year but since they had not spent the previous year's grant completely, due to Covid-19 restrictions on various events, it is their intention to use the funds left over for those same items this year, and rather than requesting the amount that they lack in their budget this year, the school would fundraise on their own. Peltzer suggests the District get all details from the grant applicants before approval, along with providing stipulations to the grant acceptance before funding the grants. **Motion by Director Grant and Second Director Davidian. Approved extension of time to spend previously approved grant funds within the 2022-2023 school year.**

#### 6.4 Proteus – Review and discuss status of overdue grant reports

Chief Fiscal Officer Spade stated reached out several times to Proteus without reply until September 16, 2022, when they replied that they still had not spent the funds due to Covid-19 delays. Vice Chair Quevedo stated Proteus had a quote for \$5000 but because of the delays was no longer valid. CFO Spade was informed that they held a golf tournament which raised the \$10,000 additional for a total of \$15,000 necessary to complete the shade structure project. Proteus requires three bids before they can hire someone; they are in the process of collecting their final bid. Keep on the agenda, CFO to monitor. **No action taken.**

**6.5 Family HealthCare Network – District Counsel Peltzer to reach out to Kerry Hydash, President and CEO of Family Healthcare Network before next Board Meeting. No action taken.**

6.6 Consideration (and possible approval) of the above items (6.1 through 6.4) by Board Members – Items were voted on as they were discussed.

## 7. OLD BUSINESS –

7.2 Review and discuss revised Policy No. X – District Counsel Peltzer presents board with Memorandum with redline items that have been added and/or removed. Peltzer explains the changes that were made. There is an additional title to the Board Clerk position which is District Administrator and describes what is associated with that title. The District Administrator shall review all applications for completeness, seek additional information if necessary, and prepare a Memorandum to be presented to the Board at the next Board Meeting. The Board Members are no longer responsible for collecting information and presenting to the Board. Chief Fiscal Officer questioned the board how much information she should be requesting when following up on the grant recipients. Peltzer suggests that CFO Spade and he should work on standards for the type of report the District should require of the grant recipients. Peltzer also clarifies that all grants that are submitted will be followed up on and put into a Memorandum and presented to the board even if they do not meet the Districts grant criteria, furthermore, if a Board Member is approached about a grant, the Board Member is to refer the applicants to the Board Clerk or Application Form online. **Motion by Vice Chair Quevedo, Second by Director Davidian. Amendment of Policy X Approved.**

7.3 Review and discuss professional executive contracts –

A – District Counsel Peltzer points out that the professional services provided by the General Counsel, Chief Executive Officer, and Clerk of the Board/Administrator should have contracts and that the job descriptions need defining. Peltzer continued to present a Policy titled Policy XVIII, which defines an executive team as being General Counsel, Chief Fiscal Officer and Clerk of the Board/ Administrator. The policy includes job descriptions and qualifications. Board Member Swaim expresses that she would like to review all items that the District pays; CFO Spade acknowledges that she will include all Board Members in requests for payments in addition to the monthly expense reports. **Motion by Vice Chair Quevedo, Second by Director Davidian. Adoption of Policy XVIII Adopted.**

B – Interim Clerk review and discussion- District Counsel Peltzer presents a Peltzer & Richardson Law Corporation memorandum describing the services that his firm is currently providing along with the rates. The memo then suggests the option of the firm's administrative personnel serving as Interim Clerk of the Board at the rate of \$90/hour, which he points out is significantly less than his hourly rate and the para-professionals rate. It is acknowledged that an estimate of time is not listed because it is unknown. CFO Spade points out that this rate is higher than the rate being paid the current Clerk of the Board, but it will be offset since the Legal fees will be lower since the Interim Clerk of the Board will take on more of the responsibilities the District Counsel has been handling. A revised legal services contract will be submitted for review

and signature by the Board at the January meeting. **Motion by Director Grant, Second by Director Davidian. Adriana Macias of Peltzer & Richardson LC as interim Clerk of the Board Approved effective after the January meeting.**

7.4 Report of Current Investment Account – CFO Spade states the investment account is coming back up and is up \$34,000.

7.5 Flash Report - CFO Spade states the bank balance was around \$60,000 before the district approved the grant modification of \$25,000 to Monson-Sultana School. So, the current balance is about \$30,000. CFO Spade says she will ask the investment advisor to clear the \$130,000 approved at today's meeting and anticipate keeping \$30,000 on hand, she also acknowledges that the District owes Jordan \$45,000 for the EMS program that has yet to begin.

7.6 YTD Budget to Actual – CFO Spade confirms everything is within the budgeting means.

7.7 Grant Status Report – CFO Spade states the district is caught up with obtaining grant status reports to 2023 other than Proteus, which she has been in contact with.

7.8 Budget Status Report – CFO Spade reported that the budget status is on track.

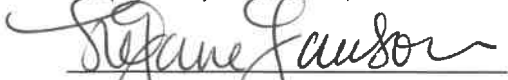
**7.9 Budget Adjustments – Motion by Vice Chair Quevedo, Second by Director Grant. Approval of all reports.**

8. MISCELLANEOUS COMMENTS/QUESTIONS – District Counsel Peltzer reminds the board that Strategic planning should be discussed at the January meeting. Also, the board should consider a Chief Fiscal Officer contract for SFO Spade since one does not exist for her services. Lastly, the board should discuss how to put the Clerk of the Board/Administrator position out for bid.

9. NEXT MEETING DATE: Thursday, January 19, 2023; TIME: 11 AM; LOCATION: Dinuba Fire Department

10. ADJOURNMENT: 12:32 PM

Respectfully Submitted,



Stefane Lawson, Clerk of the Board