

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

MENDOCINO COAST HEALTH CARE DISTRICT

Thursday, April 25, 2024 - 5:00 PM

Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

Supporting documentation for this agenda is available on the website at:

<https://www.mchcd.org>

Agenda Item 6b), 7b) and 7c) were not available at the time of posting, and will be forwarded to the board and posted on the district's website as soon as possible.

Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the District at 707-937-3089 at least 72 hours prior to the meeting. The Board reserves the right to maintain meeting decorum, mute or remove a member of the public for inappropriate behavior which is disruptive. This Board Meeting is being held in person. Meeting attendees may also join virtually using the Zoom link below. See Attachment A for other links and phone numbers to access this meeting.

Join Zoom Meeting:

<https://zoom.us/j/9210401893?pwd=SE9PY1JBNUZvSEVIY0tYNm9iTDhhdz09&omn=97347972878>

Meeting ID: 921 040 1893

Passcode: 634678

CONDUCT OF BUSINESS

1. Board Director Candidate Interviews

The Board of Directors interview of three candidates: Chris Hart, Gabriel Maroney and Anna Stockel.

Recommendation - Interview candidates and select a candidate to fill vacant board seat.

Attachments: *Chris Hart Resume and Letter of Interest; Gabriel Maroney Resume and Letter of Interest; Anna Stockel Resume and Letter of Interest.*

2. 6:00 pm. CLOSED SESSION GC § 54956.9(d)(1): CONFERENCE WITH LEGAL COUNSEL— Existing Litigation (1 matter).

2a) Public Comment on Closed Session.

2b) Adjourn to Closed Session

2c) Report out on Closed Session

3. OPEN SESSION

3a) Roll Call: Paul Garza Jr. (Chair), Paul Katzeff (Vice Chair), Susan Savage (Secretary), Sara Spring (Treasurer).

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the public are welcome to address the Board on items not listed on the agenda, but within the jurisdiction of the Board. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all public comments. No action or discussion shall be taken on any item presented except that the Board may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters pertaining to the Board may be scheduled for discussion at a future meeting or referred to staff for clarification or a report, at the pleasure of the Board. If general public comment exceeds the 20 minute time limit, members of the public who have not had the opportunity to speak on items not on this agenda will have the opportunity to do so after the business on the agenda is concluded.

5. REPORTS

5a) Judy Leach, President, Adventist Health Mendocino Coast Hospital
Recommended Action: None. This item is for information only.

5b) Board Chair's Report - Paul Garza Jr.
Recommended Action: None. This item is for information only.

5c) Agency Administrator's Report - Katharine Wylie, MS Ed
Recommended Action: None. This item is for information only.

Attachments: *Agency Administrator's Report, 4/25/2024*

6. CONSENT CALENDAR

The Consent Calendar will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed from the Consent Calendar for individual consideration.

ITEMS RECOMMENDED FOR APPROVAL:

6a) Minutes of the March 28, 2024, Regular Meeting.
Attachments: *March 28, 2024. Regular Meeting Minutes*

6b) Minutes of the April 10, 2024 Special Meeting.
Attachments: *April 10, 2024, Special Meeting Minutes*

6c) Change May 2024 Regular Board of Directors meeting date to May 23, 2024.
Attachments: *Email from M. Brown*

7. REGULAR CALENDAR

7a) Receive Seismic Compliance Team Progress Report and update on community meetings, Robin Garrity, Props & Measures.
Recommended Action: None. This item is for information only.

Attachments: *Seismic Consultant Report, 4/22/24*

7b) Consideration and approval of the Measure C committee recommended Fund cash receipts and disbursements record, Measure C Chair Jim Hurst.
Recommended Action - Approve the Measure C committee recommended Fund cash receipts and disbursements record and authorize the transfer of district funds.

Attachments: *Measure.C.Fund.cash.disbursements.receipts.04-30-2024.pdf*

7c) Consideration and approval of the Measure C committee recommended 4/17/24 Adventist Health Improvements list, Measure C Chair Jim Hurst.
Recommended Action - Approve Measure C committee recommended Items from the 4/17/24 Adventist Health Improvements list and approve transfer of funds.

Attachments: *Measure.C.AHMCrequest.4-17-24.pdf*

7d) Receive Listing of Bank Balances, 4/22/24, and Consider approval of the Warrant list, April 2024, CFO Wayne Allen.
Recommended Action: Consider and approve items on the warrant list.

Attachments: *Listing of Bank Balances, 4/22/24 and Warrant list, April 2024*

7e) Review and Approve Board Policy 3 - Internal Controls Policy, Policy Ad Hoc committee.
Recommended Action: Adopt Board Policy 3 - Internal Controls Policy

Attachments: *Draft Board Policy 3- Internal Controls Policy*

7f) Review and Approve Board Policy 4 - Credit Card Use Policy, Policy Ad Hoc committee.
Recommended Action: Adopt Board Policy 4 - Credit Card Use Policy.

Attachments: *Draft Board Policy 4- Credit Card Use Policy*

7g) Review and Approve Board Policy 8 - Purchasing Policy, Policy Ad Hoc committee.
Recommended Action: Adopt Board Policy 8 -Purchasing Policy.

Attachments: *Draft Board Policy 8- Purchasing Policy*

7h) Review and Approve Board Policy 9 - Accounts Receivable Policy, Policy Ad Hoc committee.
Recommended Action: Adopt Board Policy 9 -Accounts Receivable Policy.

Attachments: *Draft Board Policy 9- Accounts Receivable Policy*

7i) Review and Approve Board Policy 10 - Code of Ethics Policy, Policy Ad Hoc committee.
Recommended Action: Adopt Board Policy 10 - Code of Ethics Policy.

Attachments: *Draft Board Policy 10 - Code of Ethics Policy.*

6. COMMENTS FROM THE BOARD

7. ADJOURNMENT

The next Regular Meeting of the Board will be held on May _____, 2024, at 6:00 pm, at the Redwoods Room, 700 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

Dated: March 25, 2024



Katharine Wylie, MS Ed
Agency Administrator, MCHCD

Contact

707-409-0081 (Work)
anna.stockel@gmail.com

www.linkedin.com/in/annastockel
(LinkedIn)
www.wildwomankitchen.com
(Other)

Top Skills

Strategic Thinking
Ethical Leadership
Board Governance

Certifications

ISO 9001 Internal Auditor
Certified BBQ Judge
Microsoft Certified (IT) Professional
edX Verified Certificate for
Introduction to ChatGPT
PennX: IPLAW2x Intellectual
Property Law and Policy (Copyright
& Trademark Law, University of
Pennsylvania Law School)

Honors-Awards

First (and only) woman to win "First
to Finish" in the SSS TransPac
(racing alone from San Francisco to
Kauai)

Publications

Securing Data and Financial
Transactions

Patents

External adaptor for magnetic stripe
card reader
Memory bus architecture
External adapter for magnetic stripe
card reader

Anna Stockel

AI/Prompt++ Engineer (So Much More than a Prompt Engineer)
Mendocino, California, United States

Summary

I am a proven leader with a consistent track record of successful management of product development, from design to full production. I am passionate about solving complex problems, creating value, and empowering my teammates.

I have a strong background in executive engineering and business management, with a BSEE, an MBA, and have extensive six sigma experience. I hold three patents and have published in IEEE on securing data and financial transactions.

As an engineering leader my product development projects, from concept to manufacturing, have consistently been delivered on time and on or under budget. My skills include management of large number of responsibilities, technical ability, multi-national team management, outsourced NPI and manufacturing, customer relationships, and the ability to learn fast. I am always taking classes and learning new skills. I love learning in many fields. Frequently experience in one field can be applied to another.

Skills:

- NPI/New product Design services, cost reduction, financial plans; traceability requirements
- DfX
- DFMEA
- EMS
- LEAN, cost reduced operations, operations tools
- ISO 13485
- Sustaining engineering
- GPT-4
- Google Gemini
- Grok
- Otter.ai
- Android IDEs
- Github

- C
- Python
- LAMP
- SQL
- Subversion
- CVS
- Sourcesafe

Certificates:

- Prompt Engineering (edX)
- ISO 9001 internal auditor
- CA 30-Day Substitute Teaching Permit
- Conflict Resolution
- Anger Management
- Active Shooter
- Mandated Reporter: Child Abuse and Neglect
- Sexual Harassment: Staff-to-Staff
- Contract Law: From Trust to Promise to Contract (HarvardX)
- Intellectual Property Law and Policy (PennX)
- Science & Cooking: From Haute Cuisine to Soft Matter Science (HarvardX)
- California Food Handler MENDOCA 499425
- Microsoft certified (IT) professional

I became the FIRST (and only woman) woman to win First to Finish in the 2000 San Francisco to Hawaii Single-handed Transpac race.

Interests:

- Artist/teacher
- Photographer
- Avid fungifile, former Fungus Federation of Santa Cruz Long-distance Foray Manager
- Ocean fisherwoman, 365-Day Sport Fishing License
- Hunter, Hunting License (Res), Upland Game Bird Validation, California Duck Validation
- Motocross bike rider (KTM 200 MXC)
- Three static line parachute jumps
- CM1 (motorcycle) driver's license
- Private pilot (SEL)
- PADI Open Water SCUBA

- HAM Radio License, KM6OCF
- KCBS Certified BBQ Judge
- WildWomanKitchen.com
- Volunteer, Mendocino Coast Botanical Garden
- Founder, Christmas Angels - anonymous people who give a free Christmas to a deserving family every year

Experience

Self Employed

9 years 4 months

Technical/Government/ Business Consultant

January 2015 - Present (9 years 4 months)

Everywhere

Prompt Engineer

February 2023 - Present (1 year 3 months)

Everywhere

Prompt Engineer++ for Technology, Business, and Government

Wild Woman Farm

Farmer

January 2018 - Present (6 years 4 months)

Fort Bragg, CA

Crowd-sourced Funded Start-ups

Inventor - Internet of Things

May 2015 - Present (9 years)

SNAPtechLLC

Managing and Technical Director

March 2011 - September 2015 (4 years 7 months)

San Jose, CA

Ms. Stockel founded SNAPtech in 2011 (formerly ACS Consulting), a medium sized Silicon Valley tech consulting firm.

BuzzGenie

Founder & CTO

May 2009 - September 2015 (6 years 5 months)

BuzzGenie is a social network/news/blog/action Internet portal. We address an individual's need to not only voice their opinions, but to make a difference, enabling them to discuss and blog interests and act on causes, issues, events, topics, and persons of interest while keeping their identity private to the Internet at large. BuzzGenie combines the best features of Facebook, Huffington Post, WordPress, and Twitter by integrating the friends feature; recent activity feeds; interest-based news feeds, blogs, and Tweets; and connecting people using an interest-based social graph.

Sanmina

Technical Program Engineering Manager

December 2014 - May 2015 (6 months)

San Jose, California

Strategic Customers and Projects.

Dawn VME Products

Engineering Manager

2012 - November 2014 (2 years)

Fremont, CA

I reported to the President and managed all Engineering and Manufacturing design and services for VITA 62 intelligent DC/DC and AC/DC power supplies and VPX/VME chassis designed for rugged, military environments: definition, design, test, NPI, production release, manufacturing process, manufacturing test, and RMA. Responsible for meeting safety, industry standard (VITA) specifications, and MIL-STD specifications.

Flextronics

Director, Product Development Engineering

2004 - 2009 (5 years)

Reported to the CTO. Responsible for growing new business units and engineering teams, engineering management of new designs, and new product introductions with international design and manufacturing teams.

Director, Program Management, FlexMedical

Responsible for all technical, medical documentation and traceability, and business aspects, including customer relationship, of design through manufacturing for class II medical electronic devices.

ViVOtech

VP Engineering

2003 - 2004 (1 year)

Responsible for all aspects of software, embedded F/W, electrical and mechanical industrial design and release to manufacturing for an end-to-end contact-less payment system. System components include a Java-based server platform, Palm and Symbian-based handheld devices, and RF & IR enabled readers that interface to Point-of-Sale (POS) devices.

Nexcellence

Founder, CEO, CTO
1999 - 2003 (4 years)

Provider of fully managed hosted IT services

Identix

Technical Director, Business Director
1994 - 1997 (3 years)

Responsible for product development, sustaining engineering, and OEM sales of existing "core technology" as well as test and phase-in of new technology under development.

Responsible for all aspects of fingerprint identity verification product line, including strategic direction and planning, marketing and sales, strategic partnerships, distribution channels, and product requirements.

Santa Clara University Leavey School of Business

Member, MBA Alumni Board of Directors
September 1991 - June 1996 (4 years 10 months)
Santa Clara County, California, United States

Measurex

12 years

Engineering Manager
1991 - 1994 (3 years)

Managed all aspects of design and development programs including team leadership, functional specifications, reliability and cost analysis, documentation, Alpha test, Beta site test, and transition to manufacturing.

Marketing Manager
1987 - 1991 (4 years)

Market research and product/competitive analysis, marketing requirements specifications, quality and reliability analysis, cost and pricing analysis, promotional materials

Senior Electrical Engineer

1982 - 1987 (5 years)

Designs include a computer motherboard, memory board, Qbus and Multibus-based DMA Ethernet LAN boards and a real-time instrumentation S/W package.

Co-invented a patented high-speed memory bus architecture.

Education

Rensselaer Polytechnic Institute

BSEE

Santa Clara University - Leavey School of Business

MBA, Business Administration and Management, General · (1985 - 1989)

Anna Stockel
24535 N. Highway 1
Fort Bragg, CA, 95437

April 9, 2024

Mr. Paul Garza, Chair
Board of Directors
Mendocino Coast Health Care District
775 River Drive
Fort Bragg, CA, 95437

Cc: Paul Katzeff, Vice Chair; Susan Savage, Secretary; Sara Spring, Treasurer

Dear Mr. Garza and Esteemed Board Members,

I am writing to express my earnest interest in joining the Mendocino Coast Health Care District (MCHCD) Board of Directors. My experience, uniquely positioned at the intersection of healthcare technology development, patient advocacy, and personal healthcare experiences, deeply aligns with the MCHCD's mission to ensure the continuity of essential health care in the remote communities on the Mendocino Coast. Leading medical device development projects in Silicon Valley and advocating for patient rights have equipped me with a unique perspective on innovation, quality care, and the specific health needs of our community.

The District's history from its formation in 1967, and the construction of its Acute Care Hospital dedicated on June 26, 1971, to its present status as a critical facility serving a vast and diverse coastal region, speaks to the resilience, foresight, and dedication of the community and its leaders.

As the MCHCD Board of Directors continues to engage with the community to shape the future of healthcare here, I am enthusiastic about the opportunity to lend my voice and expertise to these discussions. The value of community input in guiding the District's priorities and decisions is something I deeply respect, and I am committed to fostering an inclusive dialogue that addresses our residents' healthcare needs and expectations.

As I prepare to potentially join the Board of Directors of the Mendocino Coast Health Care District, I have taken the initiative to familiarize myself with the current topics and challenges facing the board, as evidenced by the agenda for the meeting on March 28. The range of issues to be discussed, from seismic compliance updates and financial oversight through Measure C Committee allocations to the procurement of Chief Financial Officer services, reflects the complex and dynamic environment in which the district operates.

In reviewing the bylaws and current operational focus of the MCHCD Board of Directors, I am particularly drawn to the mission that emphasizes the responsible use of resources for the public's best interests, meeting financial and regulatory obligations, and ensuring the district's fiscal solvency. My professional journey has been defined by aligning technological innovation with strategic financial management to not only meet but exceed such obligations within challenging regulatory frameworks.

My professional background in engineering and business management, particularly my experience in developing medical devices and leading complex projects at Flextronics, directly aligns with the district's current focus areas.

I offer a blend of technical expertise, leadership, and a patient-centric perspective. This combination, enriched by my understanding of the ACA Patient Bill of Rights and proactive engagement with healthcare regulatory processes, aligns closely with the goal to deliver high-quality, compassionate healthcare.

My role in directing medical device product development at Flextronics' FlexMedical division, coupled with my academic achievements (BSEE - Dean's List, MBA with distinction), and hands-on experience with Six Sigma, underline my ability to contribute to the complex challenges, innovate, and improve operational challenges facing our healthcare system.

In one notable instance, as recounted by Paul Hayter, a Medical Device Product Development Consultant, team leader of the project, and my client from Johnson & Johnson, "Anna led her team with focus and commitment in developing an electronic medical product design. Even with the looming certainty of project cancellation she led her team on a tight deadline over the holidays to deliver working prototypes so the value of the project could be tangibly carried forward with future investors. I found Anna enthusiastic, straight-forward to partner with and committed to delivering value."

In addition to my direct experience in healthcare technology development, my extensive background in Six Sigma and AI prompt engineering is particularly relevant to the evolving challenges faced by the healthcare sector. My mastery of Six Sigma principles has equipped me with a robust framework for identifying inefficiencies, minimizing variability, and enhancing the quality of patient care and operational processes. This approach to continuous improvement and quality management is vital for healthcare organizations striving to meet the highest standards of care and efficiency.

Moreover, my expertise in AI prompt engineering opens new avenues for innovation within the healthcare ecosystem. The potential of AI and machine learning to transform patient care, from personalized treatment plans to predictive analytics for disease management, is immense. My skills in this area can help guide the District in leveraging AI technologies to improve patient outcomes, streamline operations, and foster a culture of innovation and excellence.

Beyond my professional achievements, my commitment to community engagement and health is evidenced through my active participation as a substitute teacher in the Fort Bragg Unified District as well as the Three Rivers Charter School, volunteer work at the Mendocino Coast Botanical Gardens, and many wonderful outdoor activities here. Additionally, my experience living outside of town in an area that does not have cell service deepens my understanding of the challenges of living in rural areas in Mendocino County.

My commitment to contributing to the Mendocino Coast Health Care District is also deeply personal. Having been a patient in the ER, ICU, and Med/Surg units of our local Mendocino Coast Hospital, I have navigated the patient care continuum firsthand. My experiences, from undergoing surgery there for a broken tibia which required a titanium rod to be inserted, to facing a recent serious UTI infection caused by antibiotic-resistant ESBL bacteria acquired in a Skilled Nursing Facility, have given me a patient's perspective on the strengths and areas for improvement within our healthcare system.

My personal healthcare challenges, notably my repeated hospitalizations due to exposure to ESBL in a health care setting, have underscored the critical importance of infection control, patient safety, and the need for rigorous quality standards in patient care environments. Particularly, my advocacy for improvements in patient care standards during my recovery in that Skilled Nursing Facility, have not only deepened my empathy towards patient care but also highlighted the importance of maintaining high-quality care environments and the need for robust patient advocacy.

Moreover, my understanding of the Affordable Care Act (ACA) Patient Bill of Rights, informed by nearly eleven months navigating various levels of care, reinforces my commitment to ensuring that patient care and safety are paramount. My proactive engagement in addressing significant failings in patient care and facility management—evidenced by my direct actions leading to regulatory intervention and substantial improvements—underscores my capability to effect tangible enhancements in healthcare quality and safety.

In December of 2022, I suffered second and third degree burns when somebody spilled hot chocolate on me and this personal health journey began with a 4-hour ambulance ride to UC Davis Medical Center in Sacramento, encompassing almost eleven months across hospitals and Skilled Nursing Facilities. This experience, while challenging, has afforded me an intimate understanding of patient care standards, the ACA Patient Bill of Rights, and the operational realities of healthcare facilities.

Particularly during my stay the Skilled Nursing Facility, I encountered and addressed numerous care and facility management issues, ranging from unsanitary conditions to inadequate temperature control during the severe heatwave last July. My advocacy led to immediate regulatory intervention and substantial improvements, including the installation of air conditioning units and the repair of the HVAC system, directly enhancing patient care and comfort.

These experiences have not only deepened my appreciation for the complexities of healthcare delivery but have also equipped me with a critical eye for systemic improvements and the importance of robust patient advocacy. As a board member, I would leverage this insight to enhance our healthcare district's standards, ensuring that patient care and safety are paramount .

In conclusion, I am deeply motivated by the district's purpose to ensure the continuity of essential health care in our remote communities. I would be honored to bring my unique blend of technical expertise, leadership skills, and patient advocacy to the MCHCD Board of Directors, contributing to the vital mission of delivering high-quality, compassionate healthcare. I am committed to engaging with the community to shape the future of healthcare on the Coast, valuing the importance of community input in guiding the District's priorities and decisions.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the Board and to the Mendocino Coast Health Care District's continued success.

Warmest regards,

Anna Stockel

A handwritten signature in black ink, appearing to read 'A. Stockel', written in a cursive style.

Christopher G. Hart

Sierra Railroad Company, Vice President Business Development 2020-Present

Mr. Hart improves the company's growth through securing additional capital and using that capital to grow Sierra and its subsidiaries (Mendocino Railway, Sierra Northern Railway and Sierra Energy). He finds, analyzes, prioritizes, and secures new business opportunities. Recent projects include securing an \$17 million CRISI grant, a \$31 million RRIF loan, and being selected to be the operator of the Santa Paula Branch railroad line for the next 35 years.

Mendocino Railway, President 1999 – 2020

In 1999 Mr. Hart launched the *Sierra DinnerTrain* (Oakdale, CA). In 2004 he assisted with the purchase and reopening of the *Skunk Train* (Fort Bragg & Willits, CA). In 2005 he launched the *Sacramento RiverTrain* (Woodland and West Sacramento, CA). He was the lead coordinator for two dozen film projects. He is experienced with all aspects of the business, including: financial, personnel, marketing, food service, rail operations, maintenance, and business development. Mr. Hart was appointed to a variety of positions, including Secretary and Treasurer of Visit Yolo, two years on the National Tourism Association's Alliance Team, six years on the California Travel & Tourism Agency's Marketing Committee, Vice President of the Central Valley Tourism Association, and Vice President for the Oakdale Chamber.

Citygate Associates, Principal 1993 - 1999

Mr. Hart initially served as Legislative Analyst for the California Redevelopment Association, one of Citygate's clients. He was promoted to principal with the firm and then focused on providing economic development consulting services to public and private entities throughout California. He had a particular expertise with improving depressed downtowns, frequently with the design and passage of business improvement districts. Mr. Hart also served as the Manager Editor of the *Base Reuse Report*, a subscription-based industry newsletter focused on converting shuttered military bases into productive participants in communities.

Political Campaign Manager 1990 - 1993

Mr. Hart managed numerous Congressional and State Assembly campaigns. Responsibilities included developing campaign strategy, articulating public policy, overseeing a marketing campaign, and managing various quantities of staff.

Education

University of Southern California 1993

Mr. Hart earned a Masters of Public Administration, with honors in both intergovernmental management and economics.

University of California at Davis 1990

Mr. Hart earned two undergraduate degrees. His first degree is International Relations, with an emphasis in economics. His second degree is Rhetoric & Communications. Mr. Hart was elected to the 7-member student council. He interned for the California Senate office of International Relations & Protocol, and then interned in the White House.

April 8, 2024

Chair Paul Garza Jr
Mendocino Coast Health Care District
pgarza@mcdh.org

Dear Mr. Garza,

I am writing you regarding the recent vacancy on the Mendocino Coast Health Care District (MCHCD) board. This is my letter of interest for the position.

I will state up front that my knowledge of the medical industry is very limited. Further, I have not closely followed the specific issues faced by MCHCD. To be effective, I will face a steep learning curve with limited time left on the term.

Having said that, I think I can be an asset to the District. I have three decades of executive business experience, a masters of public administration, and have served on more than a dozen boards. I have attached my resume.

Beyond my experience, I want to express my commitment to you that I would try to make the most of my time with MCHCD. Health care for the North Coast is a critical issue. As with so many entities, I think people underestimate the complex challenges that organizations like MCHCD face. I will do my utmost to do the needed research, express fact-based opinions, collaborate on decisions, and then get behind the selected course of action.

I would be happy to discuss my background and whether I would be a good fit for the MCHCD board and look forward to your consideration.

Best regards,



Christopher G. Hart
209-345-3753
chart@sierrarailroad.com

cc: Katharine Wylie, Agency Administrator

Gabriel Quinn Maroney

25800 Fen View Lane, Fort Bragg, CA 95437
(707) 357-4732 gabrielquinn@sbcglobal.net

Education:

- *MS Global Health (National University of Natural Medicine) 2015
- *Certificate in Natural History (College of the Redwoods)
- *BS Herbal Sciences (Bastyr University) 2008

Qualifications & Skillset Focus Areas:

Uniquely trained and experienced in public health and collaborative health systems that allows for a synthesis towards practical solutions.

- *Public Health Information Campaigns *Natural Product Development
- *Global Health Security *Medical Ecology *Herbal Medicine
- *Bio-regional Economic Development *Historical Preservation
- *Botanical Research *Ecosystem Preservation *Community Outreach
- *Biostatistics *Traditional World Medicine Fieldwork Study

Professional Experience:

My professional experiences has been curtailed for the last twenty years due to a motor vehicle accident that left me with a disabling spine injury. Before that event I worked many typical jobs such as fast food (Boston Market), retail (Boarders Bookstore), and industrial production (Codeline Water Filtration) to name a few. I have dedicated my time and efforts, as I am able, towards the local development of an economy that supports our communities health and wellness. There is a known gap of representation in political positions for those with disabilities, and so I would be honored if selected. It could be that I might need some accommodations to be able to serve our community on the Board of Directors.

Letter of Interest MCHCD

Healthful Greetings,
to the Honorable Mendocino Coast Health Care District Board:
Paul Garza, Jr., Paul Katzeff, Susan Savage, and Sara Spring.

Please consider this letter notification of interest towards board vacancy appointment.

Firstly I would like to **thank** the current board members for your time and great efforts given to support the health of our community; a work that often goes without praise. I have attended MCHCD meetings in person and remotely on a consistent basis, so can attest to the struggles and accomplishments. I have also recently attended the majority of the districts outreach meetings with the public and have heard many of the ideas and challenges voiced by our community. I believe there is still much work to be done to understand what local resources are available and what voids could be filled in the health care landscape. It is important to have a full spectrum audit followed by a all hands on deck approach to solutions.

Since moving to the District Region (Cleone) full-time in 2008 I have been involved and community-minded, taking part in local governance meetings and often collaborating with diverse interests to engender practical solutions. Examples of this include my work with the Marine Life Protection Act, where I championed Native Tribal and local fishery interests, while helping to develop wildlife protected areas. I also helped to negotiate the historical retention of the Dry Shed out on the Old Mill Site that remains the largest building on our coast. More recently I was a member of Fort Bragg City Council Citizens Commission, that despite highly charged and very contentious meetings, were able to agree unanimously on very positive recommendations to address, preserve, and celebrate local history/culture. The City Council is now in the process of implementing these recommendations with continued input from the community. I have learned and practice that with respectful understanding, diverse view points are often complementary and can be synthesized into collaborative solutions.

My expertise is in Public Health, graduating in 2015 with a Masters of Science in Global Health. Although my training had a global perspective, I focused and interned specifically on the Mendocino Coast discovering and developing plans to enhance our communities medical and economic systems. I also have experience in organizing conferences and participating on a diverse international board, demonstrating outreach collaboration.

I know there is much to do in order to continue the board in the direction of finding sound footing and strengthening the relationships and elements that need to be maintained, yet I think we all would like to see expansion of healthcare and wellness opportunities to support our community. Relationships such as the Board has with Adventist Health and Mendocino Coast Healthcare Foundation are important and should be strengthened further along with other relevant institutions and partners. Having shorter waits for appointments for example, by increasing the number of local practitioners. There is an unfortunate trend of rural areas losing their local hospitals. Our community should not take having a functioning hospital for granted, yet this success needs to be built on. I would like to see illustrated what is currently available as a whole to support high-quality sustainable healthcare and to also know where the gaps to be filled are; for the board to articulate a **new strategic plan** and initiate with realistic timeline goals.

If selected, I would also work to increase **transparency** and **public involvement**. Surveys, presentations beyond regular board meetings, and other community events are some examples that could be considered. Earning a BS in Herbal Sciences in 2008 shows my interest also in evidence based Traditional, Complementary, and Integrative Medicine (TCI), which use is significant and continues to increase in our community; TCI could also be considered as part of any overall board strategic planning.

Finally, I would be honored to be considered for the appointment because of a heartfelt commitment to advocating for the agency and health resilience opportunities for all that live within the healthcare district. I commit to working to strengthen and improve healthcare on the Mendocino Coast. I know as a person with disability, how important access to the proper provider is during times of desperation and physical challenge.

I have the ability to envision and build a better tomorrow, yet also come with an open mind and ready to listen. **Together**, we can succeed in fulfilling the vision, purpose, and mission of the Mendocino Coast Healthcare District!

I look forward to future meetings and conversations.

Essentially,

Gabriel Quinn Maroney, MScGH

(707) 357-4732

gabrielquinn@sbcglobal.net

April 17th, 2024

TAB 1



REGULAR MEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT
MINUTES

Thursday, March 28, 2024, at 6:00 PM
Redwoods Room, Adventist Health Mendocino Coast Hospital Campus
700 River Drive, Fort Bragg, CA.

1. OPEN SESSION

Chair Garza called the meeting to order at 6:04 p.m.

This meeting was held in-person and by teleconference in accordance to the Brown Act.

Directors Present: Chair Pual Garza, Jr. Vice Chair Paul Katzeff
 Treasurer Sara Spring Secretary Susan Savage

Director Seat: Vacant

A quorum of the Board was present.

Management Team: Agency Administrator Katherine Wylie
 Clerk of the Board Norma I. Alley, MMC

2. PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Mr. McDonald spoke to meeting videos removed from website, language on agenda, public comment opportunities, and partial response received in October, 2023, on his Public Records Act request submitted on March 4, 2023.

Mr. Gabriel Maroney spoke to the need for vet services, School of Medicine, and trained dermatologists with diverse experience.

3. REPORTS

3a) Ca. Hospital Association Update

Adventist Health Mendocino Coast Hospital President Judy Leach presented a brief update and fielded questions from the Board.

3b) Board Chair's Report

Chair Garza provided a brief and general update on Board and District matters. He noted there had been five dates identified for community forums.

3c) Receive Report on Standing Finance Committee Activities

Treasurer Spring and Secretary Savage provided a brief report.

3d) Agency Administrator's Report

Katharine Wylie presented a brief report updating the Board on District matters.

4. CONSENT CALENDAR

Request was made for Item 4.b to be discussed and considered separately.

4a) Approval of Minutes of the February 29, 2024, Regular Meeting and Special Meeting

Motion: Treasurer Spring made a motion to approve the minutes. Motion was seconded by Secretary Savage.

Discussion commenced regarding General Counsel's discussion with Chair Garza regarding public comment on Consent Calendar items. Treasurer Spring noted she was not comfortable approving if public comment was not taken.

Vote on Motion: The motion was approved by a 3 Yes/0 No/1 Abstain (Spring)/1 Vacant vote.

Chair Garza called a recess at 6:53 p.m. The meeting reconvened at 6:58 p.m.

4b) Approval of Board Policy 7, Records Retention Policy, and Appendices A & B

Chair Garza opened the item noting there was already a motion on the floor made at the February 28, 2024, Regular Meeting up for consideration and deliberation by the Board.

Treasurer Spring commented on a possible amendment to the motion to only have one retention period as there was not a need for multiple retention periods for the District records.

Chair Garza called for public comment.

Mr. McDonald provided general comments pertaining to this item.

Seeing no further comments, Chair Garza closed public comment.

Motion to Amend: Treasurer Spring made a motion to amend Appendix B removing retention columns titled Office and Records Center, renaming the Retain or Destroy column to Office to identify the longest retention period was to be retained by the District. Motion was seconded by Secretary Savage.

Vice Chair Katzeff noted he was going to abstain due to not supporting the need to adjust working templates.

Vote on Amendment: The motion was approved by a 3 Yes/0 No/1 Abstain (Katzeff)/1 Vacant vote.

Vote on Main Motion: Motion is approve Board Policy 7, Records Retention Policy and Appendices, as amended. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5. REGULAR CALENDAR

5a) Receive Seismic Compliance Team Progress Report and Update on Community Meetings

Props & Measures Representative Robin Garrity and Agency Administrator Wylie introduced this item, provided a brief summary, and fielded questions from the Board.

5b) Review and Consider Approval of Measure C Committee Official Net Tax Receipts and Approved Allocations as of January 1, 2024. The Measure C Unallocated funds total is \$4,795,559

Measure C Committee Chair Hurst presented the report and fielded inquiry from the Board.

Chair Garza called for public comments.

Linda Williams provided general comments regarding the presentation.

Mr. McDonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comment.

Committee Chair Hurst and Secretary Savage fielded general inquiry from the public comment.

Motion: Treasurer Spring made a motion to approve the Measure C Committee's official net tax receipts and approved allocations as of January 1, 2024. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5c) Review and Consider Approval of Measure C Committee recommendations for Allocation of Measure C Funds: 1) 1/22/24 \$100,000 for Cypress Street Roof and \$230,036 for Foundation purchase of an Ambulance, to be owned by the district; 2) 2/12/24 of \$2,255,428 additional allocations for items listed on the Adventist Health Report on Building Maintenance and Equipment Expenditures, November 1, 2023

Measure C Committee Chair Hurst presented the report and fielded inquiry from the Board.

Chair Garza called for public comments.

Mr. Terry Ramos provided general comments regarding the presentation.

Mr. McDonald provided general comments regarding the presentation.

Seeing no further comments, Chair Garza closed public comment.

Adventist Health Mendocino Coast Hospital President Judy Leach fielded general inquiry from the public comment.

Motion: Treasurer Spring made a motion to approve Measure C Committee's recommendations for expenditure of Measure C Funds totaling \$2,585,464; and approve transfer of \$1,521,608 from Measure C Restricted Account to a District unrestricted account, leaving a balance of \$2,210,095 in the Restricted Measure C Account. Motion was seconded by Secretary Savage. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5d) Receive Balance Sheet, 2/29/24, and Consider Approval of the Warrant list, March 2024

Treasurer Spring presented the report on this item.

Chair Garza called for public comment. Seeing no one come forward, he closed public comment.

Motion: Secretary Savage made a motion to accept the Treasurer's Report and receive the Balance Sheets. Motion was seconded by Chair Garza. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

Motion: Secretary Savage made a motion to approve the Warrant List dated March 2024. Motion was seconded by Treasurer Spring.

General discussion commenced amongst the Board regarding payment of Regional Government Services (RGS) invoice. Treasurer Spring requested direction from the Board if the RGS expense was to be treated as a one-time expense or if payment was to be made continuously as the approval of the contract, in December 2023, did not specify if payments were to be made continuously and out of which budget expenses were to be paid out of.

Chair Garza called for public comment.

Mr. McDonald provided general comments on the motion.

Linda Williams provided general comments on the motion.

Seeing no further comments, Chair Garza closed public comment.

Vote on Motion: The motion was approved by a 4 Yes/0 No/1 Vacant vote.

Motion: Chair Garza made a motion to pay RGS's monthly expenses out of the District funds as an ongoing expenditure. Motion was seconded by Secretary Savage.

Treasurer Spring noted she did not agree with the motion or spending any money on RGS.

Chair Garza called for public comment.

Mr. McDonald provided general comments on the motion.

Seeing no further comments, Chair Garza closed public comment.

Vote on Motion: The motion was approved by a 3 Yes/1 No (Spring)/1 Vacant vote.

5e) Review and Consider Approval of 2024 Standing Committee Meetings Calendar

Chair Garza introduced the item.

Secretary Savage requested the Finance Committee meeting dates of April 18, May 23, June 20, July 18, August 22, September 18, and October 24 be added.

Chair Garza called for public comment.

Mr. McDonald provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comment.

Chair Garza fielded inquiry from public comment.

Motion: Secretary Savage made a motion to approve the 2024 Standing Committee meeting calendars, with the addition of the Finance Committee meeting dates. Motion was seconded by Treasurer Spring. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

5f) Review and Consider Approval of Procurement of Chief Financial Officer Services

Chair Garza presented the report on this item and introduced Mr. Wayne Allen.

Mr. Wayne Allen spoke to the agenda item and fielded inquiry from the Board.

Vice Chair Katzeff requested the contract provide for 90 days reviews of goals and objectives.

Chair Garza called for public comment.

Linda Williams provided general comments and support regarding the item.

Terry Ramos provided general comments and support regarding the item.

Norman Devall's written comments were read into the record.

Mr. McDonald provided general comments regarding the item.

Seeing no further comments, Chair Garza closed public comments.

Motion: Secretary Savage made a motion for Chair Garza to immediately proceed with negotiating and executing a contract with Wayne Allen, upon review and approval by General Counsel. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

Motion: Secretary Savage made a motion to pay the contract expenses out of the District funds, as an ongoing expenditure. Motion was seconded by Vice Chair Katzeff. The motion was approved by a 4 Yes/0 No/1 Vacant vote.

6. COMMENTS FROM THE BOARD

Vice Chair Katzeff commented on looking at extending security services to allow for longer meetings, requested the names of interested parties for the vacant seat, and thanked the public for their participation and interest in the District.

Secretary Savage requested a future discussion regarding order of business and conduct of meetings.

7. ADJOURNMENT

Seeing no further business, Chair Garza adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

Norma I. Alley, MMC, Clerk of the Board

Consideration for May Meeting

Marshall Brown <mbrown@mendocinoused.org>

Thu 3/28/2024 3:05 PM

To: Kathy Wylie <kwylie@mcdh.org>

Good afternoon, Kathy. In reviewing end of year activities on our end, Thursday, May 30th is stacking up to be a super busy day for us. I'm 99% sure we won't be able to cover that meeting.

You can either roll without us, or, if you could shift the meeting to potentially the 23rd we could be there. If you feel that's important.

Something to chew on. We're set for April.

Thanks! See you in a few hours.

—

Marshall Brown - Teacher
CTE Production Arts | KAKX 89.3FM
Mendocino High School
(707) 367-8148

TAB 2

To: Mendocino Coast Health Care District Board
From: Michael Terris & Robin Gerrity, Props & Measures
Date: April 22, 2024
Re: Seismic Compliance Team Report

The Seismic Compliance Team continues to meet weekly to discuss planning efforts and communication regarding the seismic compliance project and a potential bond measure to help fund the project. The below information is an update from the team consultants.

HCAI Status on Seismic Compliance – Dudley Campbell, Devenney Group

1. All seismic evaluations were submitted to HCAI by the end of the year (2023) per the required deadline. We have not received any comments on the submitted evaluations from HCAI at this time.
2. SPC-4D (Structural Performance Category – this is the structure that hold the building): We are currently in the process of preparing a design proposal for the SPC MTCAP (Material Testing and Conditions Assessment Program) that is in alignment with the HCAI approved Seismic Compliance Report. Once this is submitted and approved we will start this effort and it has 3-month duration.
3. NPC-4 (Non-Structural Performance Category – Equipment anchorage, above ceiling MEP/FP systems): We are awaiting comments/approval on the evaluation to proceed into the next stages of design which will require a design proposal for the next steps.
4. NPC-5 (Potable and wastewater storage tanks and emergency generator fuel storage tanks): The evaluation has been submitted – no comments or approval received. Next steps are to proceed with the design if directed or look at water rationing to reduce the water tank sizes.
5. Next major milestone from an HCAI standpoint is completing design work by end of 2025 and submit to HCAI for plan review.

Communication and Outreach Planning – Michael Terris & Robin Gerrity

1. Community Outreach Meetings – There have been four community meetings: one in Westport, two in Fort Bragg (1 in English and 1 in Spanish), and one in Caspar. The board intends to schedule meetings in Mendocino and Comptche.
2. Informational messaging about the hospital district is regularly being posted on Facebook and a new Instagram account has been set up and linked to the Facebook page.
3. In the next week an informational mailer providing an update on the hospital district and information about a potential bond measure will be sent to all registered voters in the district along with corresponding digital outreach.

Mendocino Coast Health Care District
 Bank Balances as of March 31, 2024

Agency	March 2024 Balance	Apr-24 Inter-Bank Transfers
BofA 155	\$ 733,860.51	\$ 5,579,000.00
BofA 743	\$ 23,462.99	
BofA 263	\$ 435,976.58	
	\$ 1,193,300.08	
Calif Com 729	\$ 250,000.00	
Calif Com 760	\$ 1,360,246.30	\$ (1,359,000.00)
Calif Com 778	\$ 3,821,013.19	\$ (3,820,000.00)
Calif Com 786	\$ (20.00)	
Calif Com 737	\$ 2,043,766.14	
	\$ 7,475,005.63	
Tri County 219	\$ 192,633.73	\$ (100,000.00)
Tri County 861	\$ 278,744.60	\$ (200,000.00)
Tri County 244	\$ 184,590.66	\$ (100,000.00)
	\$ 655,968.99	
Local Agency Inv Fund	\$ 3,639,908.36	
Storage deposit	\$ 1,606.00	
AllysonHundleyfordfund	\$ 28,764.00	
	\$ 3,670,278.36	
TOTAL	\$ 12,994,553.06	\$ -

MCHCD Warrant List - 4/25/2024

Company	Invoice Date	Amount			
Willdan	11/27/2023	\$250.00			
RGS	1/31/2024	\$13,200.00			
RGS	1/31/2024	\$5,549.35			
RWG Law	2/15/2024	\$7,612.50			
RGS	2/29/2024	\$13,200.00			
RGS	2/29/2024	\$4,960.20			
Props & Measures	3/2/2024	\$4,500.00			
RGS	3/31/2024	\$3,538.40			
Mendo Litho	4/1/2024	\$131.44			
Props & Measures	4/1/2024	\$4,500.00			
M. VonVogt	4/4/2024	\$260.00			
Baker, Donelson, B	4/5/2024	\$5,005.50			
RWG Law	4/17/2024	\$9,440.00			
Loreto Rojas	4/22/2024	\$390.00			
		\$72537.39	TOTAL		



INVOICE

Attn: Sara Spring
Mendocino Coast District Hospital
700 River Drive
Fort Bragg, CA 95437

INVOICE #: 010-56850
INVOICE DATE: 11/27/2023
PROJECT #: 106358
PHASE #: 2022
CLIENT #: C44053
TERMS: NET 30 DAYS

Email: sspring@mcdh.org

Description: ANNUAL CONTINUING DISCLOSURE SERVICES

Notice of Event Preparation and Dissemination:

2016 Insured Refunding Revenue Bonds (Notice of Failure to File Annual Report & Financial Statements)	\$250.00
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INVOICE TOTAL	\$250.00
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To pay via ACH:

Bank: BMO Harris Bank / 111 W. Monroe Street, Chicago, IL 60603
Account Name: Willdan
Routing Transit Number: 071000288 / Account Number: 4398830

Please include last five digits of invoice number in wire/ACH submission information.

Remit To:
Willdan Financial Services
P.O. Box 51645
Los Angeles, California 90051-5945

MB 04/04/24 Billed and scheduled for payment through Melio pending approval



PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
1/31/2024	16363

Bill To:
Mendocino Coast Health Care District

P.O. No.	Due Date	Inv Sent
	3/1/2024	2/21/2024

Date	Description	Amount
	Contract Service Fee for January - Agency Administrator Srvcs Balanced billed to date is \$19,800 against an NTE of \$92,400 2 of 7 Payments	13,200.00

Electronic Payment Information: Five Star Bank Routing: 121143037 Account: 003528782	Total \$13,200.00
---	---------------------------------

MB 04/04/24 Billed and scheduled
for payment through Melio
pending approval

Invoice



PO Box 1350
Carmel Valley, CA 93924

Date	Invoice #
1/31/2024	16423

Bill To:
Mendocino Coast Health Care District

P.O. No.	Due Date	Inv Sent
	3/31/2024	3/12/2024

Date	Description	Amount
1/31/2024	Contract Services for January - please see attached	5,549.35

Electronic Payment Information:Five Star Bank Routing:121143037 Account:003528782	Total \$5,549.35
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MCHCD - Support Svc

Month: **January, 2024**

Hours and Rates by Pay Period					
	1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
MB	7.35	\$ 175.00	19.10	\$ 175.00	\$ 4,628.75
JC	2.50	\$ 150.00	0.00	\$ -	\$ 375.00
GL	0.10	\$ 176.00	3.00	\$ 176.00	\$ 545.60
Totals	9.95		22.10		\$ 5,549.35



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

350 South Grand Avenue
37th Floor
Los Angeles, CA 90071

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MENDOCINO COAST HEALTH CARE DISTRICT
POST OFFICE BOX 569
FORT BRAGG, CA 95437

Invoice Date: February 15, 2024
Invoice Number: 246458
Matter Number: 13129-0001

Re: 13129-0001 GENERAL COUNSEL LEGAL SERVICES

For professional services rendered through January 31, 2024

Time Detail

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>
01/02/24	LAE	REVIEW AND COMMENT ON SURVEY QUESTION FOR BOND MEASURE; RESEARCH OTHER BOND MEASURES; CORRESPONDENCE WITH MR. STEELE REGARDING SAME	0.50
01/02/24	CAS	REVIEW AND REVISE BALLOT MEASURE LANGUAGE FOR POLL	0.50
01/02/24	CAS	EXCHANGE E-MAILS WITH CONSULTANT REGARDING POLL QUESTION	0.20
01/03/24	CAS	REVIEW AND REVISE VARIOUS INFORMATIONAL MATERIALS REGARDING PROPOSED BOND ISSUE, EXCHANGE E-MAILS WITH CONSULTANTS	2.10
01/03/24	CAS	E-MAILS FROM BOARD MEMBER REGARDING AGENDA MATERIALS	0.20
01/04/24	CAS	PREPARE FOR AND ATTEND BOARD MEETING VIA ZOOM	1.70
01/04/24	CAS	RESEARCH REGARDING BROWN ACT ISSUE RAISED BY MEMBER OF PUBLIC, RESPOND TO E-MAIL FROM BOARD MEMBER AND DRAFT RESPONSE	1.20
01/04/24	CAS	REVIEW LETTER FROM MS. WYLIE REGARDING BROWN ACT ISSUE AND E-MAIL FROM BOARD MEMBER	0.20
01/05/24	CAS	WORK ON PRA REQUEST AND REVIEW DOCUMENTS	0.20
01/11/24	CAS	EXCHANGE E-MAILS WITH MS. WYLIE	0.10
01/12/24	CAS	TELEPHONE CONFERENCE WITH MS. WYLIE AND BOARD CHAIR	0.20

Client: MENDOCINO COAST HEALTH CARE
 DISTRICT
 Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date: February 15, 2024
 Invoice Number: 246458
 Matter Number: 13129-0001

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<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>
01/14/24	CAS	REVIEW E-MAILS FROM BOARD MEMBERS	0.10
01/17/24	CAS	TELEPHONE CALL FROM BOARD MEMBER REGARDING ROOF ISSUE	0.10
01/18/24	CAS	EXCHANGE E-MAILS WITH MS. WYLIE REGARDING AGENDA ISSUES AND MEASURE C	0.20
01/20/24	CAS	E-MAIL FROM BOARD MEMBER REGARDING ROOFING CONTRACT	0.10
01/22/24	CAS	MULTIPLE E-MAILS FROM MS. WYLIE AND REVIEW AND REVISE AGENDA ITEMS	0.80
01/23/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	3.00
01/23/24	CAS	TELEPHONE CONFERENCE WITH CHAIR AND MS. WYLIE REGARDING AGENDA ISSUES	0.30
01/24/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	2.50
01/24/24	CAS	EXCHANGE E-MAILS WITH MS. WYLIE, REVIEW AND REVISE RECORDS POLICY DOCUMENT	0.70
01/25/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	5.00
01/25/24	CAS	PREPARE FOR AND ATTEND BOARD MEETING	2.60
01/25/24	CAS	MULTIPLE E-MAILS TO AND FROM MS. WYLIE, REVIEW AND REVISE RECORDS POLICY	1.10
01/26/24	CAS	REVIEW AND REVISE ROOF CONTRACT, E-MAIL TO BOARD MEMBER	0.70
01/28/24	CAS	REVIEW ROOFING CONTRACTS, EXCHANGE E-MAILS WITH MS. WYLIE	0.30
01/28/24	CAS	EXCHANGE E-MAILS WITH BOARD MEMBER AND MS. WYLIE	0.20
01/29/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	3.10
01/29/24	CAS	TELEPHONE CONFERENCE WITH MS. WYLIE AND BOARD CHAIR REGARDING ROOF CONTRACTS	0.20
01/30/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	5.70
01/30/24	CAS	MULTIPLE E-MAILS FROM MS. WYLIE, REVIEW PRA REQUEST	0.70
01/31/24	CAS	EXCHANGE E-MAILS WITH MS. CARRAWAY REGARDING PRA RESPONSE	0.20
Total			34.70

Client: MENDOCINO COAST HEALTH CARE
DISTRICT
Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date: February 15, 2024
Invoice Number: 246458
Matter Number: 13129-0001

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Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
CRAIG A. STEELE	14.90	275.00	4,097.50
KANDICE V. CARRAWAY	19.30	175.00	3,377.50
LOLLY A. ENRIQUEZ	0.50	275.00	137.50
Total	34.70		\$7,612.50

Client: MENDOCINO COAST HEALTH CARE
DISTRICT
Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date: February 15, 2024
Invoice Number: 246458
Matter Number: 13129-0001

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Current Legal Fees	\$7,612.50
Current Client Costs Advanced	\$0.00
Total Current Fees and Costs.....	\$7,612.50



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

350 South Grand Avenue
37th Floor
Los Angeles, CA 90071

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MENDOCINO COAST HEALTH CARE DISTRICT
POST OFFICE BOX 569
FORT BRAGG, CA 95437

Invoice Date: February 15, 2024
Invoice Number: 246458
Matter Number: 13129-0001

Re: 13129-0001 GENERAL COUNSEL LEGAL SERVICES

For professional services rendered through January 31, 2024

Fees	7,612.50
Costs	0.00
Total Amount Due	\$7,612.50

TERMS: PAYMENT DUE UPON RECEIPT
PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO
RICHARDS, WATSON & GERSHON
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071

MB 03/28/24 Confirmed
check entered and posted
to Tric AP 7244 checking
account on 03/18/24

Mendocino Coast Health Care District

52517

ON 3-13-2024

TO: Caspar Community Center

AMT: \$87.50

FOR: MCHAD Community Meetings on April 10 @
Caspar Com. Center

Mental fee

PAYMENT
RECORDED

10529



105291



Rev 6/21

MB 04/04/24 Billed and scheduled
for payment through Melio
pending approval

Invoice



PO Box 1350
Carmel Valley, CA 93924

Date	Invoice #
2/29/2024	16544

Bill To:
Mendocino Coast Health Care District

P.O. No.

Due Date
3/31/2024

Inv Sent
3/22/2024

Date	Description	Amount
2/29/2024	Contract Service Fee for February - Agency Administrator Srvcs Balanced billed to date is \$33,000 against an NTE of \$92,400 3 of 7 Payments	13,200.00

Electronic Payment Information:Five Star Bank Routing:121143037 Account:003528782	Total \$13,200.00
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PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
2/29/2024	16555

Bill To:
Mendocino Coast Health Care District

P.O. No.	Due Date	Inv Sent
	4/15/2024	3/29/2024

Date	Description	Amount
2/29/2024	Contract Services for February - please see attached Total billed to-date is \$10,721 against an NTE of \$15,000	4,960.20

Electronic Payment Information: Five Star Bank Routing: 121143037 Account: 003528782	Total \$4,960.20
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MCHCD - Support Svc

Month: **February, 2024**

Hours and Rates by Pay Period						
		1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed	
MB	0.95	\$ 175.00	\$ 13.35	\$ 175.00	\$ 2,502.50	
MJ	0.00	\$ -	\$ 0.60	\$ 114.00	\$ 68.40	
GL	0.00	\$ -	\$ 4.40	\$ 176.00	\$ 774.40	
NA	0.00	\$ -	\$ 1.95	\$ 128.00	\$ 249.60	
MM	0.00	\$ -	\$ 2.00	\$ 150.00	\$ 300.00	
AM	0.30	\$ 176.00	\$ -	\$ -	\$ 52.80	
CD	1.75	\$ 150.00	\$ 5.00	\$ 150.00	\$ 1,012.50	
Totals	3.00		27.30		\$ 4,960.20	



Client Activity Report

February 2024

Client	Task	Comment	Hours
Mendocino Coast Health Care District			Client Hours 30.30
	7022-000 - MCHCD - Support Services		Task Hours 30.30
	2/2/2024	General Assignment Time	1.30
	2/7/2024	emails re agenda to KW/ss	0.50
	2/8/2024	emails w Norma, KW	0.10
	2/9/2024	call w KW, GL, and SS	0.60
	2/13/2024	Call with Kathy regarding web needs. Coordination with Casey.	0.30
	2/14/2024	meeting coordination	0.25
	2/15/2024	website design meeting, research	1.50
	2/15/2024	email to team re website	0.25
	2/19/2024	web assessment coordination/emails	0.75
	2/19/2024	General Assignment Time	2.50
	2/20/2024	emails re web assessment email -Norma	0.50
	2/20/2024	Form addition, website updates	2.50
	2/21/2024	Brown Act call w Norma Form 700 email email re web assessment	2.25
	2/21/2024	Call w/ MJ	0.75
	2/22/2024	agenda review emails and texts w KW records retention	1.25
	2/22/2024	website form items followup	0.50
	2/23/2024	General Assignment Time	2.00
	2/23/2024	call w KW, GL, SS web assessment Brown Act	1.75
	2/23/2024	website review and development	1.00
	2/24/2024	Assess Bd Mtg	0.10
	2/25/2024	agenda	0.75
	2/26/2024	agenda emails Statement of Fact to KW	1.10
	2/26/2024	Mendocino Healthcare District Website work per Casey Dolan	0.60
	2/26/2024	website updates	1.00
	2/27/2024	call w KW emails	1.00
	2/27/2024	Call with Kathy Wylie	1.00
	2/28/2024	Agenda and materials review and emails	2.50
	2/29/2024	Call w/ MJ Regarding Meeting Preparations	0.20
	2/29/2024	emails call w NA	1.00
	2/29/2024	Meeting Management	0.50



PROPS & MEASURES
STRATEGY & COMMUNICATIONS

Invoice# inv04786

Invoice Date 03/02/2024

Remit to:

Props & Measures
1569 Solano Ave., #493
Albany, CA 94707

Send Wire/ACH Payments to:

Bank Name: Citizens Bank
Account Name: Props & Measures
Routing Number: 021 313 103
Account Number: 4028951142
Account Type: Checking

Billed to:

Mendocino Coast Health Care District
775 River Drive
Fort Bragg, CA 95437

Description	Amount
Consulting Fee #4 due March 1 for February Service	\$4,500.00

Invoice Subtotal \$4,500.00

inv04786 Total \$4,500.00

Open Invoice(s)	Date	Total Charges	Payments Applied	Balance Due
inv04768	02/03/2024	\$4,500.00	\$0.00	\$4,500.00
inv04740	12/27/2023	\$7,800.00	\$0.00	\$7,800.00
TOTAL DUE & PAYABLE				\$16,800.00



PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
3/31/2024	16612

Bill To:
Mendocino Coast Health Care District

P.O. No.	Due Date	Inv Sent
	4/30/2024	4/17/2024

Date	Description	Amount
3/31/2024	Contract Services for March - please see attached Total billed to-date is \$14,259 against an NTE of \$15,000	3,538.40

Electronic Payment Information: Five Star Bank Routing: 121143037 Account: 003528782	Total \$3,538.40
---	--------------------------------

MCHCD - Support Svc

Month: **March, 2024**

Hours and Rates by Pay Period						
		1st -15th		16th - EOM		Monthly
Advisor	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed	
MB	1.50	\$ 175.00	\$ 0.90	\$ 175.00	\$ 420.00	
MJ	0.00	\$ -	\$ -	\$ -	\$ -	
GL	3.00	\$ 176.00	\$ 0.80	\$ 176.00	\$ 668.80	
NA	7.00	\$ 128.00	\$ 7.45	\$ 128.00	\$ 1,849.60	
MM	0.00	\$ -	\$ -	\$ -	\$ -	
AM	0.00	\$ -	\$ -	\$ -	\$ -	
CD	2.50	\$ 150.00	\$ 1.50	\$ 150.00	\$ 600.00	
Totals	14.00		10.65		\$ 3,538.40	



Client Activity Report

March 2024

Client	Task	Comment	Hours
Mendocino Coast Health Care District			Client Hours 24.65
			Task Hours 24.65
		7022-000 - MCHCD - Support Services	
	3/1/2024	Staff Meeting	1.00
	3/1/2024	Board Meeting	3.25
	3/1/2024	meeting w KW, SS, GL	1.50
	3/1/2024	video and audio file managment	0.50
	3/3/2024	General Assignment Time	0.50
	3/8/2024	Emails and Order of Business Document	0.25
	3/11/2024	Support Pathways to acquire basic fin services	1.40
	3/12/2024	website page creation and menu update	0.75
	3/13/2024	web page creation, update to contact info, instructions for future updates	1.25
	3/14/2024	Meeting Review/Agenda Setting Meeting	1.00
	3/14/2024	Procurement Option	1.60
	3/15/2024	Staff Meeting	1.00
	3/18/2024	Rev. Invest Pol	0.40
	3/20/2024	agenda	0.30
	3/21/2024	Minutes	2.00
	3/22/2024	review agenda	0.10
	3/24/2024	Support. CFO Scope	0.40
	3/25/2024	Minutes	1.20
	3/27/2024	updates to Measure C pages	1.50
	3/28/2024	RC messages call w KW advice	0.50
	3/28/2024	Board Meeting	3.25
	3/29/2024	Staff Meeting	1.00



Mendo Litho
 100 North Franklin Street
 Fort Bragg, CA 95437

Statement

Date
4/1/2024

Phone # (707) 964-0062 mendolitho@mcn.org

To:
Mendocino Coast Healthcare District PO Box 579 Fort Bragg, CA 95437

Amount Due	Amount Enc.
\$131.44	

Date	Transaction	Amount	Balance
03/08/2024	INV #21818. Orig. Amount \$26.20. BofA credit card historic stuff	26.20	26.20
03/21/2024	INV #21836. Orig. Amount \$9.04. finance committee 3-21-24	9.04	35.24
03/26/2024	INV #21845. Orig. Amount \$80.47. agenda packets	80.47	115.71
03/28/2024	INV #21847. Orig. Amount \$15.73. admin reports	15.73	131.44

Thank You!
 We appreciate your business.

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
131.44	0.00	0.00	0.00	0.00	\$131.44



PROPS & MEASURES
STRATEGY & COMMUNICATIONS

Invoice# inv04823

Invoice Date 04/01/2024

Remit to:

Props & Measures
1569 Solano Ave., #493
Albany, CA 94707

Send Wire/ACH Payments to:

Bank Name: Citizens Bank
Account Name: Props & Measures
Routing Number: 021 313 103
Account Number: 4028951142
Account Type: Checking

Billed to:

Mendocino Coast Health Care District
775 River Drive
Fort Bragg, CA 95437

Description	Amount
Consulting Fee #5 due April 1 for March Service	\$4,500.00

Invoice Subtotal \$4,500.00

inv04823 Total \$4,500.00

Open Invoice(s)	Date	Total Charges	Payments Applied	Balance Due
inv04786	03/02/2024	\$4,500.00	\$0.00	\$4,500.00
TOTAL DUE & PAYABLE				\$9,000.00

Margaret Von Vogt

2400A Hwy 128
Philo, CA 95466
707-867-5774

Invoice

Submitted on 4/4/2024

Invoice for

Mendocino Coast Health Care
District

Payable to

Margaret Von Vogt

Invoice

MCHCD_MV_2024_1

Description	Qty	Rate	Total price
Simultaneous Spanish-English interpretation during the community meeting held on 4/4/2024 6-7:30 p.m. with arrival at 5:30 (minimum 2 hours)	2 hours	\$130/hr, minimum 2 hours	\$260.00

Notes:

Subtotal

\$260.00

TAX NO. 62-1047356

Craig Steele, Esquire
Mendocino Coast District Hospital
c/o Richards, Watson & Gershon
847 Monterey Street, Suite 206
San Luis Obispo, CA 93401

April 5, 2024
Invoice No. 9232292
Client.Matter: 5035025.095367
Attorney: Sandy Teplitzky
Email: steplitzky@bakerdonelson.com
Phone: 410.862.1100

Client: Mendocino Coast District Hospital
Matter: CMS Self-Disclosure

CMS Self-Disclosure

Current Professional Services Rendered	\$ 5,005.50
TOTAL AMOUNT DUE	<u>\$ 5,005.50</u>

UNLESS OTHERWISE AGREED, PAYMENT IS DUE UPON RECEIPT

PAYMENT OPTIONS | BAKER DONELSON'S PREFERRED PAYMENT METHOD IS ACH

ACH: Bank: First Horizon Bank ABA No.: 084000026 Beneficiary: Baker, Donelson, Bearman, Caldwell & Berkowitz Account No.: 00-9760288 Reference No.: 9232292 Contact: MHazlerig@BakerDonelson.com	WIRE TRANSFER: Bank: First Horizon Bank ABA No.: 084000026 Beneficiary: Baker, Donelson, Bearman, Caldwell & Berkowitz Account No.: 00-9760288 Swift Code: FTBMUS 44 Reference No.: 9232292	REMIT CHECK TO: Baker Donelson, 165 Madison Avenue, Suite 2000, Memphis, TN 38103 CREDIT CARD: BAKERDONELSON.COM/PAYMENT Please note that a processing fee is added to credit card payments. Baker Donelson does not receive any part of the processing fee. The fee is charged and collected by a 3 rd party processor to provide credit card processing services. No processing fee will be assessed on payments made by E-Check.
--	---	--

Please reference your Invoice No. 9232292 on your payment.

ITEMIZED FEES

DATE	TKPR	DESCRIPTION	HOURS	AMOUNT
03/14/24	SVT	Telephone call with Craig Steele (Richards, Watson & Gershon) regarding 2017 CMS Stark voluntary disclosure	0.50	532.50
03/14/24	SVT	Review multiple file documents regarding January 2017 CMS Stark voluntary disclosure	1.20	1,278.00
03/14/24	SVT	Review, consider, and respond to e-mail from CMS regarding January 2017 CMS Stark voluntary disclosure	0.30	319.50
03/17/24	SVT	Draft and forward e-mail to Craig Steele with extensive background and comments regarding 2017 CMS Stark voluntary disclosure	0.90	958.50
03/21/24	SVT	Review, consider, and respond to e-mail from Craig Steele regarding 2017 CMS Stark voluntary disclosure for Mendocino Coast Health Care District	0.40	426.00
03/22/24	SVT	Review and consider additional file documents regarding 2014 CMS Stark voluntary disclosure	0.60	639.00
03/22/24	SVT	Draft and forward e-mail to Craig Steele regarding 2014 CMS Stark voluntary disclosure	0.30	319.50
03/23/24	SVT	Review file documents regarding 2014 CMS Stark voluntary disclosure and forward to Craig Steele in multiple e-mails	0.50	532.50
TOTAL CURRENT FEES			4.70	\$5,005.50

FEE RECAP

INITIALS	NAME	RATE	HOURS	AMOUNT
SVT	Sandy Teplitzky	1,065.00	4.70	5,005.50
TOTAL CURRENT FEES			4.70	\$ 5,005.50
CURRENT AMOUNT DUE				\$ 5,005.50



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

350 South Grand Avenue
37th Floor
Los Angeles, CA 90071

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MENDOCINO COAST HEALTH CARE DISTRICT
POST OFFICE BOX 569
FORT BRAGG, CA 95437

Invoice Date: April 17, 2024
Invoice Number: 247310
Matter Number: 13129-0001

Re: 13129-0001 GENERAL COUNSEL LEGAL SERVICES

For professional services rendered through March 31, 2024

Time Detail

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>
02/16/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	1.00
03/01/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	2.00
03/05/24	CAS	REVIEW E-MAILS REGARDING BYLAWS, EXCHANGE E-MAILS WITH MS. WYLIE AND RESEARCH REGARDING FINANCE ISSUE	0.80
03/06/24	CAS	FURTHER RESEARCH REGARDING BYLAWS ISSUE	0.50
03/07/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	2.30
03/08/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	2.00
03/12/24	TKF	RESEARCH REGARDING APPLICATION OF SURPLUS LAND ACT TO HOSPITAL DISTRICTS	1.10
03/12/24	CAS	E-MAIL FROM BOARD MEMBER REGARDING GRAND JURY ISSUE, RESEARCH REGARDING GRAND JURY PROCEDURES AND LEGAL AUTHORITY	3.20
03/13/24	LAE	REVIEW FAILURE TO FILE AUDITED FINANCIAL STATEMENTS NOTICES AND CORRESPONDENCE WITH MR. STEELE REGARDING SAME	0.10
03/13/24	CAS	REVIEW E-MAILS FROM MS. WYLIE REGARDING FINANCIAL ISSUES, EXCHANGE E-MAILS WITH MS. ENRIQUEZ	0.50

Client: MENDOCINO COAST HEALTH CARE
DISTRICT
Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date:
Invoice Number:
Matter Number:

April 17, 2024
247310
13129-0001

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<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>
03/13/24	CAS	EXCHANGE E-MAILS WITH MS. ENRIQUEZ REGARDING NOTICES OF LATE FINANCIAL REPORTS	0.20
03/15/24	TKF	RESEARCH AND DRAFT ANALYSIS REGARDING SURPLUS LAND ACT APPLICATION TO HEALTH CARE DISTRICTS; E-MAIL TO MR. STEELE REGARDING SAME	0.50
03/15/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	1.80
03/15/24	CAS	EXCHANGE E-MAILS WITH MS. FOLAND REGARDING SURPLUS LANDS ACT ISSUE, RESEARCH REGARDING SAME AND TELEPHONE CALL TO MS. WYLIE	1.30
03/17/24	LAE	REVIEW MULTIPLE COMPLIANCE LETTERS FROM WILLDAN, BANK OF NEW YORK, AND STATE CONTROLLER REGARDING FAILURE TO FILE AUDITED FINANCIAL STATEMENTS AND ANNUAL CONTINUING DISCLOSURE REPORTS; RESEARCH STATE LAW AND BEGIN DRAFTING MEMO REGARDING SAME; REVIEW OFFICIAL STATEMENTS AND CONTINUING DISCLOSURE CERTIFICATES AND SUMMARY OF BOND DOCUMENTS FOR VARIOUS OUTSTANDING GENERAL OBLIGATIONS BONDS AND REVENUE BONDS OF DISTRICT	2.30
03/18/24	TKF	E-MAIL TO MR. STEELE REGARDING APPLICATION OF SURPLUS LAND ACT TO HEALTHCARE DISTRICT	0.10
03/18/24	CAS	RESEARCH REGARDING SURPLUS LAND ISSUE, EXCHANGE E-MAILS WITH MS. FOLAND	0.80
03/18/24	CAS	REVIEW E-MAILS REGARDING GRAND JURY AND ADVISE	0.40
03/18/24	CAS	EXCHANGE E-MAILS WITH MS. FOLAND AND REGARDING STATUTE REGARDING SURPLUS LANDS ACT	0.60
03/18/24	CAS	REVIEW AND RESPOND TO E-MAIL REGARDING MEDICARE ISSUE	0.50
03/19/24	LAE	DRAFT MEMO REGARDING IMPLICATIONS OF FAILURE TO FILE ANNUAL REPORTS; CORRESPONDENCE WITH MR. STEELE REGARDING SAME; RESEARCH INDENTURE AND CONTINUING DISCLOSURE AGREEMENTS FOR VARIOUS OUTSTANDING BONDS; RESEARCH STATE LAW	3.80
03/19/24	TKF	REVIEW HCD RESPONSE REGARDING SURPLUS LAND ACT APPLICATION; E-MAIL TO MR. STEELE REGARDING SAME	0.10
03/19/24	CAS	TELEPHONE CONFERENCE WITH MS. WYLIE AND BOARD CHAIR	0.70
03/20/24	LAE	REVIEW AND REVISE MEMO TO BOARD REGARDING FAILURE TO FILE FINANCIAL STATEMENTS; REVIEW COMMENTS TO MEMO FROM MR. STEELE; CORRESPONDENCE WITH MR. STEELE REGARDING SAME	0.50

Client: MENDOCINO COAST HEALTH CARE
 DISTRICT
 Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date:
 Invoice Number:
 Matter Number:

April 17, 2024
 247310
 13129-0001

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<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>
03/20/24	CAS	REVIEW AND REVISE CFO CONTRACT, EXCHANGE E-MAILS WITH MS. WYLIE	0.70
03/21/24	CAS	REVIEW AND REVISE MEMORANDUM REGARDING FINANCIAL REPORTING ISSUES, E-MAIL TO MS. WYLIE	1.60
03/22/24	CAS	EXCHANGE E-MAILS WITH OUTSIDE COUNSEL REGARDING MEDICARE ISSUE	0.30
03/22/24	CAS	EXCHANGE E-MAILS WITH MS. WYLIE REGARDING CFO CONTRACT	0.20
03/22/24	CAS	REVIEW MULTIPLE E-MAILS AND ATTACHMENTS REGARDING MEDICARE OVERPAYMENT ISSUES	0.70
03/23/24	CAS	RECEIVE AND REVIEW MULTIPLE E-MAILS FROM COUNSEL REGARDING MEDICARE OVERPAYMENT ISSUE	0.60
03/25/24	CAS	REVIEW AND REVISE FINANCIAL SERVICES CONTRACT, DRAFT E-MAIL TO MS. WYLIE, EXCHANGE E-MAILS WITH MS. WYLIE REGARDING MEMORANDUM TO BOARD	2.30
03/25/24	CAS	REVIEW E-MAILS AND AGENDA, EXCHANGE E-MAILS WITH MS. WYLIE, REVIEW AND REVISE CONTRACT FOR INTERIM CFO	1.50
03/26/24	CAS	EXCHANGE E-MAILS WITH MS. WYLIE REGARDING HEALTH BENEFITS ISSUE AND RESEARCH REGARDING SAME	1.30
03/27/24	KVC	REVIEW DOCUMENTS RESPONSIVE TO PUBLIC RECORDS ACT REQUEST	1.00
03/28/24	CAS	RESEARCH REGARDING BOARD MEMBER BENEFIT ISSUE, REVIEW DOCUMENTS FROM MS. WYLIE	0.70
Total			38.00

Timekeeper Summary

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
CRAIG A. STEELE	19.40	275.00	5,335.00
KANDICE V. CARRAWAY	10.10	175.00	1,767.50
LOLLY A. ENRIQUEZ	6.70	275.00	1,842.50
TAYLOR K. FOLAND	1.80	275.00	495.00
Total	38.00		\$9,440.00

Client: MENDOCINO COAST HEALTH CARE
DISTRICT
Matter: GENERAL COUNSEL LEGAL SERVICES

Invoice Date: April 17, 2024
Invoice Number: 247310
Matter Number: 13129-0001

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Current Legal Fees	\$9,440.00
Current Client Costs Advanced	\$0.00
Total Current Fees and Costs.....	\$9,440.00



T 213.626.8484
F 213.626.0078
Fed. I.D. No. 95-3292015

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37th Floor
Los Angeles, CA 90071

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MENDOCINO COAST HEALTH CARE DISTRICT
POST OFFICE BOX 569
FORT BRAGG, CA 95437

Invoice Date: April 17, 2024
Invoice Number: 247310
Matter Number: 13129-0001

Re: 13129-0001 GENERAL COUNSEL LEGAL SERVICES

For professional services rendered through March 31, 2024

Fees	9,440.00
Costs	0.00
Total Amount Due	\$9,440.00

TERMS: PAYMENT DUE UPON RECEIPT

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO

RICHARDS, WATSON & GERSHON
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071

Client Name:
Client Number: 13129

Invoice Date:
Invoice Number:

April 17, 2024
247310

Aged A/R

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>Over 120</u>
02/15/24	246458	0.00	7,612.50	0.00	0.00	0.00
03/31/24	247165	5,755.00	0.00	0.00	0.00	0.00
		5,755.00	7,612.50	0.00	0.00	0.00
Total						\$13,367.50

Ana Loreto Rojas - Translation Services
P.O. Box 1493
Mendocino, CA 95460
Cell: (707) 813-4046

Date: April 22, 2024
To: Mendocino Coast Health Care District
From: Ana Loreto Rojas
Re: Translations done in April 2024

INVOICE

Description	Qty	Rate	Total Price
Two hours facilitating a meeting in Spanish for MCHCD 04/06/2024	2 hours	\$130/hr, minimum 2 hours	\$260
Preparing for meeting in April 4, 2024	1 hour/min	\$130 hr/min 1 hour for planning meetings	\$130
TOTAL			\$390

Please, send a check payable to:

Ana Loreto Rojas
P.O. Box 1493
Mendocino, CA 95460

INTERNAL CONTROLS

POLICY #3

April 25, 2024

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

- a) A receipt log of all cash/checks received will be prepared daily by an employee or consultant not in the Finance department;
- b) The agency administrator or designee will prepare or oversee the deposit and ensure it is made using the check scanning machine and software provided by agreement with the district's banks and will confirm that the daily deposits agree with the original of the receipt log which the District maintains;
- c) The bank reconciliation will be prepared promptly after month-end by an employee or consultant with no authority to prepare or sign checks or authorize other debits against the account;
- d) All invoices presented for payment must be approved by a person authorized by the agency administrator or Board of Directors;
- e) Every check greater in amount than \$10,000 must be signed by two authorized signers;
- f) All paid invoices shall be so marked and filed for reference;
- g) The same employee, consultant, or board member cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records.
- h) The Chair of the Board of Directors shall be responsible for authorizing all expenses and encumbrances on the District treasury.
- i) No Board member shall spend, or cause to be encumbered or spent, any District funds without the prior consent of the Chair. Consent must be documented in writing or by email and shall become part of the District permanent record.

2. There will be an annual financial audit and any finding(s) shall be reported to the Board of Directors with simultaneous notice to the agency administrator.
3. There will be biennial audits of the Property/Liability claims paid by the District and those report(s) will be promptly presented to the Board of Directors.
4. In regard to the 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. Transfers out of LAIF may be initiated by the CFO and authorized by the following individuals: 1) Board Chair, 2) Board Secretary, 3) Treasurer. The requests for such transfers out of LAIF shall be signed by one of the three individuals above and be supported by detailed information which shall be maintained by the agency administrator.
5. 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
6. That funds in the investment account(s) shall only be withdrawn upon approval of the 1) Board Chair, 2) Board Secretary, 3) Treasurer. The requests for such transfers shall be signed by the CFO or the agency administrator and be supported by detailed information which shall be provided to the Director approving the transfer. Such information shall be maintained by the agency administrator.
7. To maximize interest earnings and manage the District's cash flow needs, the CFO 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.
8. Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the District's bank accounts may only be established by the CFO. Subsequent use of these Fed-wire or ACH templates shall require two individuals – an initiator and one of the approving board members: 1) Board Chair, 2) Board Secretary, 3) Treasurer.

9. The signing of any checks written on the accounts of the District will be in accordance with the district’s procurement policy. All “fed wires” or ACH transfers that exceed \$50,000 (other than to/from LAIF) shall be considered similar to a “large check” and be disclosed quarterly to the Board.

10. Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with the District’s policy for settlement.

11 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.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date

CREDIT CARD USE POLICY

POLICY #4

April 25, 2024

1. Purpose

The purpose of this policy is to prescribe the internal controls for management of district credit cards.

2. Scope

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.

3. Implementation

A credit card shall be issued to the agency administrator. District Credit cards shall not be issued to 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. (Appendix A)

- a) All credit card bills shall be paid timely to avoid late fees and finance charges. The district shall not reimburse for late fees and finance charges.
- b) All credit card expenses shall be reasonable and necessary to the furtherance of district business and made in accordance with district policy. No personal expenses shall be charged on a district credit card. If a transaction involves both personal and district business, the credit card holder 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 Board Chair or Designee shall review and approve credit card transactions by the agency administrator.

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.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date

draft

APPENDIX A - Credit Card Use Policy

Expense Reimbursement form for Mendocino Coast Health Care District

Send this form to: info@medh.org - Submit only 1 form per month.

Name: _____

Instructions:
 • Only reasonable and allowable expenses will be reimbursed.
 • Receipts for all expenses must be submitted with form.

Date	Reason for Expense; If travel, List names of meetings, conferences, etc.	Provide vendor information; If travel, provide information about which meal, hotel name, rental car company, mileage, etc.	Miles	Amount	
				\$0.00	0.655
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Total Expenses for the month				\$0.00	

Signatures Required

OR

Chair of the Board of Directors
Chief Financial Officer

PURCHASING

POLICY #8

April 25, 2024

1. To purchase small items – such as office supplies, auto parts, and other miscellaneous items costing less than \$1,000 – vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best price, discount, service, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.
2. To purchase items costing more than \$1,000 and up to \$20,000 quotations will be solicited from vendors and received by telephone or written quotation. Quotations will be solicited from at least two sources before selecting a supplier and processing a purchase order. The Chair of the Board of Directors or the CFO must approve purchase orders.
3. For items over \$20,000 or orders of large quantities, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation. District staff will then present written quotes to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices, with an acceptable delivery date.
4. Vehicles will be purchased through the State's Contract for Fleet Vehicles, unless they can be acquired at the same cost or less expensively from local sources by competitive quotation bids in accordance with section 2.
5. This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies of the District.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date

ACCOUNTS RECEIVABLE

POLICY #9

April 25, 2024

1. It is the policy of the District that accounts receivable be reviewed monthly, as it is critical to the cash flow of the District and requires continued follow-up and attention.
2. Procedures:
 - a) The accounts receivable balances are reviewed monthly by the Chief Financial Officer or Treasurer, along with assigned staff.
 - b) Notices are sent for all accounts 30 or more days past their due date.
 - c) Finance charges of one percent (1%) per month are assessed on all accounts past due.
 - d) Credit memos are limited to control of the CFO or designee.
 - e) At month-end closing, an accounts receivable schedule is prepared, reviewed, and reconciled to the General Ledger. The trial balance report is compared to the General Ledger for accuracy.
 - f) An appropriate allowance for bad debt is carried on the Balance Sheet. Every attempt is made for collection. At year-end it is determined if there are uncollectible items and, if so, those are written off by the Agency Administrator or designee. Any amount over the approved allowance for bad debt must be approved by the Board of Directors prior to write off.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date

CODE OF ETHICS

POLICY #10

April 25, 2024

1. Background information:

The Mendocino Coast Health Care 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.

2. Goals of the code of ethics & values:

- a) To make the Mendocino Coast Health Care 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 involved 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.

3. Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Mendocino Coast Health Care District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) 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.

4. Applicability:

This Code shall apply to all District Officials as defined in 2b.

5. Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

6. As a representative of the Mendocino Coast Health Care District, I will be ethical.

In practice, this value looks like:

- 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 improper 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.

7. As a representative of the Mendocino Coast Health Care District, I will be professional.

In practice, this value looks like:

- 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.

8. As a Representative of the Mendocino Coast Health Care District, I will be service-oriented.

In practice, this value looks like:

- 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.

9. As a representative of the Mendocino Coast Health Care District, I will be fiscally responsible.

In practice, this value looks like:

- 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.

10. As a representative of the Mendocino Coast Health Care District, I will be organized.
In practice, this value looks like:

- 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.

11. As a representative of the Mendocino Coast Health Care District, I will be communicative.
In practice, this value looks like:

- 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.

12. As a representative of the Mendocino Coast Health Care District, I will be collaborative.
In practice, this value looks like:

- 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.

13. As a representative of the Mendocino Coast Health Care District, I will be progressive.
In practice, this value looks like:

- 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.

14. 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 agency administrator or by an authorized designee.

Approval Signatures:

Chair, Board of Directors

Date

Secretary, Board of Directors

Date