

**MENDOCINO COAST HEALTHCARE DISTRICT SPECIAL BOARD MEETING  
MINUTES**

**Members Present:** Lee Finney, Paul Katzeff, Susan Savage, Sara Spring, Jade Tippet

**Public Attendees:** 4 persons from the public attended plus 7 persons via Zoom

DATE: May 11, 2023

TIME: 6:00 PM

PLACE: Redwoods Room, Adventist Health Mendocino Coast Hospital  
700 River Dr.  
Fort Bragg, CA

**I. Call to Order:** Lee Finney, Chair

The meeting was called to order at 6:07 PM.

**II. Comments from the Board**

Comments were received from Lee concerning the May 25 upcoming meeting, Jade concerning preparation of a financial transactions report, Sara concerning Board priorities and access, & Paul concerning feeling “heard but not listened to”. See Appendix A here for questions submitted by Paul.

**III. Comments from the Community**

Comments were received from the community concerning the need for more specifics when comments are shared, the District budget, outside monitoring of the Board, and concern over the Microsoft 365 account.

**IV. APPROVAL OF THE AGENDA - Lee Finney**

It was moved by Paul, seconded by Jade to remove item 6.1 Approval of the minutes from the April 6 special meeting.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

Jade Tippet YES

It was moved by Susan, seconded by Jade to remove item 7.1 KAKX service contract approval

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

Jade Tippet YES

It was moved by Susan, seconded by Jade to move 8.2 Creation of a Retreat Ad Hoc Committee to the head of the agenda.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippet	YES

It was moved by Jade, seconded by Lee to move item 8.1 Authorization for the Treasurer to move money after the discussion on 8.2

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	NO
Jade Tippet	YES

Moved by Jade, seconded by Susan to approve the agenda as amended.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	NO
Jade Tippet	YES

The agenda as amended was approved.

**V. Ad Hoc Committee to organize a board retreat - Lee**

Moved by Lee, seconded by Susan, to create an ad hoc committee to bring a proposal to the Board for a facilitated Board retreat.

VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippet	YES

Lee appointed Susan and Sara to serve on the ad hoc committee.

**VI. Authorization for the Treasurer to move money between bank accounts as needed to protect the District's assets – Jade Tippet, Treasurer**

It was moved by Paul, seconded by Susan to designate Sara to contact the California Special Districts Association to see what other districts are doing in the face of financial uncertainty in Congress at this time.

VOTE:

Lee Finney YES  
Paul Katzeff YES  
Susan Savage YES  
Sara Spring YES  
Jade Tippet YES

It was moved by Jade seconded by Paul to prohibit the Treasurer from moving money greater than \$1 million until the next Board meeting.

Lee Finney NO  
Paul Katzeff YES  
Susan Savage ABSTAIN  
Sara Spring ABSTAIN  
Jade Tippet NO

The motion failed.

**VII. Draft RFP for District General Counsel – Lee**

The draft of the Request for Proposals for General Counsel Legal Services was reviewed. The following edits were suggested:

Change the title of Section C from “Scope of Service” to “The Full Compliment of Legal Services Required by the District”.

Delete Section C-2.

Amend Section C-16 to change “CEQA” to “environmental”

Split item C-21 into 2 statements at the sword “and” to be numbered 21 & 22

Delete all language after “...to the Board” in item C22 to be renumbered C-23

Susan suggested that there are a few minor sentence structure changes that should be made.

Moved by Susan, seconded by Jade to approve the RFP as amended.

VOTE:

Lee Finney YES  
Paul Katzeff YES  
Susan Savage YES  
Sara Spring YES  
Jade Tippet YES

The RFP as amended was approved to be distributed

**VIII. Untable the Proposed Updates to the Bylaws – Susan Savage**

It was moved by Jade, seconded to untable the proposed Bylaws updates.

Lee Finney YES  
Paul Katzeff ABSTAIN  
Susan Savage YES  
Sara Spring YES  
Jade Tippet YES

IX. Review of Proposed Updates to the Bylaws - Susan  
Susan moved, seconded by Lee to adopt the language changes to Article 2 Section 8 dealing with the District Manager recommended by the ad hoc committee, subject to legal review. Other recommended changes discussed include adding “The Board retains the power to hire and fire employees,” to title the position Executive Director, not District Manager, and to explore further recommendations from CSDA’s board manual on the nature of such a position. It was agreed that this discussion might best be included in the retreat before adopting Bylaws changes on this topic.

X. **Adjournment**

It was moved by Sara, seconded by Jade to adjourn.

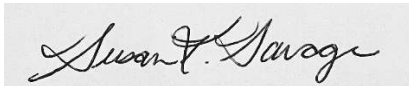
VOTE:

Lee Finney	YES
Paul Katzeff	YES
Susan Savage	YES
Sara Spring	YES
Jade Tippet	YES

The meeting was adjourned at 9:07 PM.

I hereby certify that all the information contained in these minutes is true and correct.

Respectfully submitted,



May 17, 2023

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Susan Savage, Secretary

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Date

## APPENDIX A

Jade,

At our last Public meeting you spoke to your workload in resolving certain Financial issues that you identified ?

You said you spent upwards of 30 hours on the phone with various people;

In doing this work you are representing the board;

Any communications that involve doing the boards business should be recorded in some way and reported back to the board.

Therefore I am asking you the following questions which should be answered in writing and entered into the minutes or some other appropriate place for document review;

For each conversation please respond to the following information ask;

1. Who did you speak with ?
2. What was the issue you were attempting to resolve ?
3. What agency, Government or private, was the interviewee representing ?
4. What did you learn that could further educate the rest of the Board ?
5. What was resolved and what actions did you take pursuant to your conversation?

Paul Katzeff