



NOTICE OF REGULAR MEETING OF THE Board OF DIRECTORS

MENDOCINO COAST HEALTH CARE DISTRICT

Thursday, January 25, 2024 - 6:00 PM

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

NOTICE IS HEREBY GIVEN in accordance with Government Code §§ 54954, that a Regular Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held January 25, 2024, at 6:00 p.m. in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California. Supporting documentation for this agenda is available on the website at: <https://www.mchcd.org>

PLEASE NOTE: The outer doors to the Outpatient building where the Redwoods Room is located are locked at 7:00 PM. Anyone wishing to attend the meeting in person who arrives after 7:00 PM will see a sign on the doors indicating a phone number that can be used to bring someone from the meeting to open the door. In the event that anyone arrives to attend the meeting after 7:00 PM and does not have a cell phone, the hospital can be accessed through the Emergency Room where a security guard can be requested to provide an escort to the Redwoods Room.

In compliance with Government Code §§ 54954.2(a) the Mendocino Coast Health Care District will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by §§ 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. 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 at:

<https://us02web.zoom.us/j/85973031086?pwd=QnMvOWdrdDM0ZFZZeExISXFTWWw0QT09>

Mendocino Coast Health Care District - Board of Directors Regular Meeting Agenda

NOTE: The supporting materials for item 3d), 5e), and 5f) were not complete at the time of this agenda posting. Supporting materials will be made available to the Board and public as soon as available, and will be posted on the District's website at <http://mchcd.org/> and available for hard copy review at the District office.

1. OPEN SESSION

1a) Roll Call: Paul Garza Jr. (Chair), Paul Katzeff (Vice Chair), Susan Savage (Secretary), Sara Spring (Treasurer), and Lee Finney, (Member)

2. 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.

3. REPORTS

3a) Adventist Health Report - Judy Leach, President, Adventist Health Mendocino Coast Hospital  
Recommended Action: Accept the Adventist Health's report.

3b) Mendocino Coast Healthcare Foundation Report - Terry Ramos, Chair, Mendocino Coast Healthcare Foundation  
Recommended Action: Accept the Mendocino Coast Healthcare Foundation's report.

3c) Board Chair's Report - Chair Paul Garza Jr.  
Recommended Action: Accept the Chair's report.

3d) Treasurer's Report - Director Sara Spring  
Recommended Action: Accept the Treasurer's report.

Attachments: *January 2024 Treasurer's report and Warrant List*

3e) Director's Reports  
Recommended Action: Accept Director reports on Standing and Ad Hoc committee activities, and items of interest.

3f) Agency Administrator's Report - Katharine Wylie, MS Ed  
Recommended Action: Accept the Agency Administrator's report.

#### 4. CONSENT CALENDAR

The Consent Calendar is considered routine and non-controversial and 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:

4a) Approval of Minutes of the December 14, 2023 Regular Meeting and January 4, 2024 Special Meeting

Recommended Action: Approve minutes of the December 14, 2023 and January 4, 2024 meetings.

Attachments: *12/14/23 Regular Meeting Minutes and 1/04/24 Special Meeting Minutes*

4b) Communications

Recommended Action: Review Communications received by the District since December 7, 2023.

Attachments: *List of Communications 1/25/24 and List of Invoices 1/25/24*

#### 5. REGULAR CALENDAR

5a) Seismic Compliance Team Progress Report

Recommended Action: Accept the Seismic Compliance Team Progress Report and Discuss Bond timelines.

5b) Discussion/Action - Discuss Building Roof Maintenance on district-owned properties at 516 Cypress Drive and 770 River Drive.

Recommended Action: Provide direction to proceed with building Roof Maintenance at 516 Cypress Drive and 770 River Drive.

5c) Receive Measure C Committee Report and the Measure C Committee Master Meeting Calendar for 2024.

Recommended Action: Accept Measure C Committee Report and Measure C Committee Master Meeting Calendar as presented.

Attachments: *Measure C Committee report and Master Meeting Calendar 2024*

5d) Approval of Board Resolution 2024-1, California Bank of Commerce Signature Authority

Recommended Action: Approve Board Resolution 2024-1, California Bank of Commerce

Attachments: *Board Resolution 2024-1, California Bank of Commerce*

5e) Review and Approve Board Policy 10 - Records Retention Policy

Recommended Action: Adopt Board Policy 10 Records Retention Policy

Mendocino Coast Health Care District - Board of Directors Regular Meeting Agenda

Attachments: *Draft Board Policy 10- Records Retention Policy, Appendix A, Appendix B*

5f) Review and Approve Board Policy 11 - Electronic Documents Retention Policy

Recommended Action: Adopt Board Policy 11 Electronic Documents Retention Policy

Attachments: *Draft Board Policy 11- Electronic Documents Retention Policy*

5g) Review and Appoint 2024 Board Committee Assignments

Recommended Action: Chair to appoint 2024 Board Committee Assignments

Attachments: *Current and Proposed Board Standing and Ad Hoc Committee Assignments*

## 6. ADDITIONS TO AGENDA

Items Which require action before the Board's next regular meeting and which came to the district's attention after agenda publication may be added to the agenda pursuant to Government Code Section 54954.2.

## 7. ADJOURNMENT

Future Agenda Items: Bylaws & Policies Updates and Adoption, Board Retreat

The next Regular Meeting of the Board will be held on February 29, 2024, at 6:00 pm, at the Redwoods Room, 700 River Drive, Adventist Health Mendocino Coast Hospital, Fort Bragg, Ca.

Dated: January 22, 2024

STATE OF CALIFORNIA  
COUNTY OF MENDOCINO

I declare under penalty of perjury that I am the Agency Administrator of the Mendocino Coast Health Care District Board of Directors; and that I posted this notice at the Mendocino Coast Health Care District office at 770 River Drive, Fort Bragg, CA 95437 and on the district website, <http://mchcd.org/> on January 21, 2024.



Katharine D. Wylie, MS Ed.  
Agency Administrator  
Mendocino Coast Health Care District

APPENDIX A

Topic: MCHCD Regular Board Meeting

Time: Jan 25, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85973031086?pwd=QnMvOWdrdDMoZFZZeExISXFTWWwoQTo9>

Meeting ID: 859 7303 1086

Passcode: 419791

One tap mobile

+16694449171,,85973031086#,,,,\*419791# US

+16699006833,,85973031086#,,,,\*419791# US (San Jose)

Dial by your location

- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
  - +1 719 359 4580 US
  - +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 312 626 6799 US (Chicago)
  - +1 360 209 5623 US
  - +1 386 347 5053 US
  - +1 507 473 4847 US
  - +1 564 217 2000 US
  - +1 646 931 3860 US
  - +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
  - +1 305 224 1968 US
  - +1 309 205 3325 US

Meeting ID: 859 7303 1086

Passcode: 419791

Find your local number: <https://us02web.zoom.us/j/85973031086?pwd=QnMvOWdrdDMoZFZZeExISXFTWWwoQTo9>