

SPECIAL MEETING AGENDA
WEDNESDAY, FEBRUARY 8, 2023
6:00 PM
REDWOODS ROOM, AHMC
700 RIVER DRIVE, FORT BRAGG, CA
<https://www.mchcd.org>

NOTICE OF SPECIALMEETING OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT

NOTICE IS HEREBY GIVEN in accordance with Section 54956 of the Government Code that a Special Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held February 8, 2023, at 6:00 p.m. in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California.

In compliance with Government Code section 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 Section 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 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.

<https://us02web.zoom.us/j/87104221793?pwd=Y1RyQzB2d0xNVGg0WHZnQU5oS2J3QT09>

CONDUCT OF BUSINESS:

Call to Order: Lee Finney, Chair

Roll Call: Susan Savage, Secretary

APPROVAL OF AGENDA – Lee Finney, Chair

BOARD AND COMMUNITY COMMENTS

Comments from the Board

Comments from the Community

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter which the District has jurisdiction. You must state your name and address for the record. Time is limited to 3 minutes per speaker with a 20-minute total time limit for all comments. The Board of Directors can take no action on your presentation, but can seek clarification to points made in your presentation or comments. The public is invited to comment on each agenda item as it is announced by the Chair.

The same 3 minutes per speaker and 20-minutes total time limits apply. The Board of Directors will then discuss the item without further public comment. The Agenda and the Minutes are approved without public comment.

Brown Act Requirements: Pursuant to the Brown Act, the Board of Directors cannot discuss or take action on items not on the agenda. This will limit the Board's response to requests and questions made during this comment period.

OLD BUSINESS

1. Discussion/Action Board Counsel

- a. **Interim Counsel Engagement Agreement** – Lee Finney – 10 minutes. **TAB 1**
Approve Engagement Agreement with Alexander T. Hensen as Interim Counsel
- b. **Form AD Hoc Committee to Recruit Permanent Board Counsel** - 5 minutes.
Committee to research candidates to present to the Board

2. Discussion/Action Fiscal Controls – Jade Tippett, Treasurer - 10 minutes **TAB 2** Approve Board Policy establishing maximum expense amounts that Board members and the Chair may incur or encumber without Board approval and procedure for incidental expenses between Board meetings.

3. Discussion/Action Assignment of Manager of Microsoft 365 – Lee Finney – **TAB 3** 15 Minutes. Transfer of Administrative Credentials for MS 365 and One Drive storage.

4. Discussion/Action Audit – Jade Tippett - 10 minutes **TAB 4**

- a. **Approve Engagement Agreement with audit firm, Dingus, Zarecor & Associates (DZA)** to perform 2021 and 2022 audits. Assign responsibility for completing preparation for currently planned audits. Consideration of a complete forensic audit of MCHCD finances for FYs 2020-2021, and 2021-2022
- b. **Financial Reconciliation for Transactions Prior to the Current Board Taking Office** – Sara Spring

5. Discussion Standing Committee assignments – Lee Finney - 5 minutes.

- a. Planning Committee
- b. Finance Committee

6. Discussion/Action Creation of Ad Hoc Committees – Lee Finney – 10 minutes

- a. Ad hoc By-laws Committee
- b. Ad hoc District Office Committee
Research job description and hiring process for office manager

7. **Discussion/Action Board Retreat** – Lee Finney - 10 minutes
 Authorize Chair to research and engage a consultant to facilitate retreat

NEW BUSINESS

1. **Discussion/Action Change Mailing Address to P.O. Box** – Jade Tippett – 5 minutes
 Change from shared address with Adventist Health
2. **Discussion/Action Meeting Agenda and Documents Format** – Susan Savage – 5 minutes
3. **Discussion/Action 516 Cypress Street Address Change Request** – Jade Tippett – 5 minutes. Anchor QM is operating the psychiatry respite facility. Two address **TAB 5** designations are requested from City of Fort Bragg
4. **Discussion/Action Expanding the Number of Directors** – Paul Katzeff - 10 minutes
5. **Discussion/Action Disposal of Stored Medical Equipment** – Sara Spring – 10 minutes. **TAB 6**

Comments from the Community

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Comments from Board of Directors

Next Meeting: February 23, 2023

Adjournment

Dated: February 6, 2023

STATE OF CALIFORNIA)
 COUNTY OF MENDOCINO) §

I declare under penalty of perjury that I hold the position of Secretary of the Mendocino Coast Health Care District Board of Directors; and that I posted this notice at the North and Patient Services Building Lobby entrances to Adventist Health Mendocino Coast hospital on February 6, 2023



Susan Savage, Secretary

February 6, 2023

Date

Appendix A: Zoom Invitation

Topic: Special MCHDC Meeting

Time: Feb 8, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87104221793?pwd=Y1RyQzB2d0xNVGg0WHZnQU5oS2J3QT09>

Meeting ID: 871 0422 1793

Passcode: 769011

One tap mobile

+16699006833,,87104221793#,,,,*769011# US (San Jose)

+16694449171,,87104221793#,,,,*769011# US

Dial by your location

+1 669 900 6833 US (San Jose)

+1 669 444 9171 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+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

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

Meeting ID: 871 0422 1793

Passcode: 769011

Find your local number: <https://us02web.zoom.us/j/87104221793?pwd=Y1RyQzB2d0xNVGg0WHZnQU5oS2J3QT09>