

**MENDOCINO COAST HEALTHCARE DISTRICT BOARD MEETING
MINUTES**

Members Present: Lee Finney, Paul Katzeff, Susan Savage, Sara Spring
Public Attendees: 2 persons from the public attended plus 6 persons via Zoom

DATE: August 10, 2023
TIME: 6:00 PM
PLACE: Redwoods Room, Adventist Health Mendocino Coast Hospital
700 River Dr.
Fort Bragg, CA

1. Call to Order: Lee Finney, Chair

The meeting was called to order by Chair Lee Finney at 6:08 PM

2. Comments from the Board

Comments were received from Director Finney.

3. Comments from the Community

No comments were received from the community.

4. Approval of Agenda – Lee Finney, Chair

It was moved by Director Savage, seconded by Director Spring, to approve the agenda as distributed.

VOTE:

Lee Finney YES

Paul Katzeff YES

Susan Savage YES

Sara Spring YES

The agenda was approved.

5. Brainstorming Needs, Establishing Priorities

Director Savage led the Board in a discussion of the tasks that we might want to include in a job description of a position we might be interested in hiring. After discussion, it was moved by Director Savage, seconded by Director Finney, that we hire an executive director whose job description would include the following that had support from at least 3 of the current 4 Board members:

- Organize district documents
- Prepare agendas with input
- Attend regular meetings with stakeholders
- Handle preparation of and responses to RFP's
- Manage the office space
- Staff the office
- Research grants

- Attend Board meetings
- Manage day to day operations of the district
- Keep the District compliant with regulations and laws
- Respond to PRA's in consult with the attorney
- Facilitate communication between Board members
- Report to the Board regularly
- Maintain a communication log
- Facilitate strategic planning
- Implement budget
- Hire additional staff as approved
- Manage any additional employees

VOTE:

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

The creation of the executive director position was approved.

6. Job Description For Executive Director

It was moved by Director Savage, seconded by Director Finney, to reconsider the draft job description for Executive Director submitted to the Board at an earlier meeting.

VOTE:

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

The item was reconsidered.

It was agreed that Director Savage will redraft the job description to include the tasks listed above to be discussed at our next meeting on August 17.

7. Appointment Process for New Board Member

It was moved by Director Spring, seconded by Director Finney, to adopt the draft flyer to advertise the Board vacancy and to use the response text as submitted for any replies received.

VOTE:

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

The flyer and response were adopted.

8. Comments from the Community

Comments from Terry Ramos and Malcolm Macdonald were received.

9. Comments from the Board of Directors

Comments from Director Spring, Director Savage, and Director Katzeff were received.

10. Adjournment

It was moved by Director Savage, seconded by Director Finney, to adjourn.

VOTE:

Lee Finney YES

Paul Katzeff YES

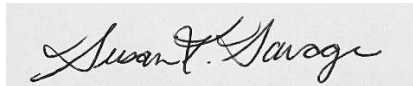
Susan Savage YES

Sara Spring YES

The meeting was adjourned at 8:48 PM.

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

Respectfully submitted,



August 15, 2023

Susan Savage, Secretary

Date

*Approved August 17, 2023