

**NOTICE AND AGENDA OF AN EMERGENCY MEETING  
BOARD OF DIRECTORS  
MENDOCINO COAST HEALTH CARE DISTRICT**

**June 8, 2022**

**6:00 P.M. Open Session**

**Meeting via Zoom Conference**

**Topic: Board of Directors Special Meeting**

Mendocino Coast Health Care District is inviting you to a scheduled Zoom meeting.

Topic: NOTICE AND AGENDA OF AN EMERGENCY MEETING "BOARD OF DIRECTORS MENDOCINO COAST  
HEALTH CARE DISTRICT

Time: Jun 8, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82136109012?pwd=MjUyRWI4dk1lRGNDb1QwcVRWd3d0QT09>

Meeting ID: 821 3610 9012

Passcode: 950625

One tap mobile

+12532158782,,82136109012#,,,,\*950625# US (Tacoma)

+13462487799,,82136109012#,,,,\*950625# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 821 3610 9012

Passcode: 950625

Find your local number: <https://us06web.zoom.us/j/82136109012?pwd=MjUyRWI4dk1lRGNDb1QwcVRWd3d0QT09>

PLEASE TAKE NOTICE a Special Board of Directors meeting has been called for June 2, 2022. **This meeting will be held via Zoom Conference only in order to reduce the risk of spreading coronavirus (COVID-19) and pursuant to the Governor's Executive Orders N-25-20 and N-29-20.** No physical location from which members of the public may observe the meeting and offer publiccomment will be provided.

## CONDUCT OF BUSINESS:

1. 6:00 P.M. CALL TO ORDER: Norman de Vall, Chair
2. ROLL CALL Sara Spring, Secretary
3. PUBLIC COMMENTS
4. APPROVAL OF THE AGENDA Norman de Vall, Chair
5. APPROVAL OF THE CONSENT CALENDAR Norman de Vall, Chair
  - 5.1. [Approve payment to Willdan for annual disclosure services](#) TAB 1
  - 5.2. [Approve payment to Hooper, Lundy and Bookman](#) TAB 2
  - 5.3. [Approve payment to Zoom](#) TAB 3
  - 5.4. [Approve payment to Alder \(moving company\)](#) TAB 4
6. OLD BUSINESS
  - 6.1. [Accept proposal for D&O and HCL insurance](#) TAB 5
  - 6.2. [Approve payment to BB&K](#) TAB 6
  - 6.3. [Approve monthly payment for HELP II loan](#) TAB 7
7. NEW BUSINESS
  - 7.1. [Draft policy: Paying authorized expenses](#) John Redding, Treasurer TAB 8
  - 7.2. [Error! Reference source not found.](#)

## 8. PUBLIC COMMENTS

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 may state your name and address for the record. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation but can seek clarification to points made in your presentation or comments.

**BROWN ACT REQUIREMENTS:** Pursuant to the Brown Act, the Board of Directors cannot discuss issues or take action on requests during this comment period.

## 9. COMMENTS FROM BOARD OF DIRECTORS

10. ADJOURNMENT: Norman de Vall, Chair

*Continues...*

Dated: June 7, 2022

STATE OF CALIFORNIA)  
COUNTY OF MENDOCINO)

STATE OF CALIFORNIA)  
COUNTY OF MENDOCINO)

I declare under penalty of perjury that I am a representative 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 the Adventist Health Mendocino Coast Hospital on June 7, 2022.

/S/

\_\_\_\_\_  
Norman de Vall, Chair      June 7, 2022

Original signed and posted at the entrance to the A.J. Grey Building

/S/

\_\_\_\_\_  
Norman de Vall, Chair      June 7, 2022

All disabled persons requesting disability related modifications or accommodations, including auxiliary aids or service may make such request in order to participate in a public meeting to Sara Spring, Secretary of the Board of Directors, 755 River Drive, Fort Bragg, CA 95437 no later than 1 working day prior to the meeting that such matter be included on that month's agenda.

\*Per District Resolution, each member of the public who wishes to speak shall be limited to three minutes each per agenda item. Please identify yourself prior to speaking. Thank you.

Approve payment to Willdan for annual disclosure services

TAB 1



# INVOICE

Attn: John Redding, Board Treasurer  
Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437

INVOICE #: 010-50926  
INVOICE DATE: 3/25/2022  
PROJECT #: 106358  
PHASE #: 2021  
CLIENT #: C44053  
TERMS: NET 30 DAYS

Bus. #: (707) 961-4611  
Email: jredding@mcdh.org

**Description: FISCAL YEAR 2020/21 ANNUAL CONTINUING DISCLOSURE SERVICES**

**Annual Continuing Disclosure Report Preparation and Dissemination:**

<i>2001 General Obligation Bonds (CIBs and CABs)</i>	\$950.00
<i>Election of 2000 General Obligation Refunding Bonds, Series 2016</i>	450.00

Dissemination to EMMA as required	\$200.00
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**Notice of Failure to File AFS Preparation and Dissemination:**

<i>2001 General Obligation Bonds (CIBs and CABs)</i>	\$250.00
<i>Election of 2000 General Obligation Refunding Bonds, Series 2016</i>	250.00

**Costs Advanced:**

California Municipal Statistics, Inc.- Top Owners Table	\$250.00
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**INVOICE TOTAL      \$2,350.00**


To set up a wire transfer or ACH payment, please e-mail Lisa Bromley at lbromley@willdan.com or call her at 951-587-3572. Please include the last five digits of invoice number in the wire/ACH submission information.

**Remit To:**  
**Willdan Financial Services**  
**27368 Via Industria, Suite 200**  
**Temecula, California 92590**

Terms: Accounts are payable within 30 days unless special arrangements are made. A service charge of 1.5% per month may be levied on overdue unpaid balances.



Approve payment to Zoom TAB 3

Invoice		 Zoom Video Communications Inc. 55 Almaden Blvd, 6th Floor San Jose, CA 95113		
Invoice Date:	May 28, 2022	Federal Employer ID Number: 61-1648780		
Invoice #:	INV150244966			
Payment Terms:	Due Upon Receipt			
Due Date:	May 28, 2022			
Account Number:	57662905			
Currency:	USD			
Account Information:	MCDH	Purchase Order Number:		
Sold To Address:	700 River Dr., Fort Bragg, California 95437 United States (707) 357-2115 jgrinberg@mcdh.net	Tax Exempt Certificate ID: <a href="#">Zoom W-9</a>		
Bill To Address:	700 RIVER DR, FORT BRAGG, California 95437 United States  jgrinberg@mcdh.org			
<b>Charge Details</b>				
CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Standard Pro Annual				
Quantity: 1 Unit Price: \$149.90	May 28, 2022-May 27, 2023	\$149.90	\$0.00	\$149.90
Subtotal				\$149.90
Total (Including Taxes, Fees & Surcharges)				\$149.90
Invoice Balance				\$149.90
<b>Taxes, Fees &amp; Surcharge Details</b>				
CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

*Approve payment to Alder (moving company) TAB 4*


Alder Moving Services Alder Moving Services - (707) 964-7917 880 N Franklin St Fort Bragg, CA 95437		INVOICE 1005-1																																	
<b>BILLED TO:</b> Mendocino Healthcare District		<b>INVOICE DATE:</b> 4/28/2022 <b>INVOICE AMOUNT:</b> \$1,650.00																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="text-align: left;">Description</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit Price</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>Commercial Services (Hourly)</td> <td style="text-align: center;">5h 30m</td> <td style="text-align: center;">\$300.00</td> <td style="text-align: right;">\$1,650.00</td> </tr> <tr> <td>Valuation: Basic</td> <td></td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Subtotal</b></td> <td style="text-align: right;"><b>\$1,650.00</b></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Tax 8.88 %</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Tips</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Payments</td> <td style="text-align: right;">--</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>Balance</b></td> <td style="text-align: right;"><b>\$1,650.00</b></td> </tr> </tbody> </table>				Description	Qty	Unit Price	Amount	Commercial Services (Hourly)	5h 30m	\$300.00	\$1,650.00	Valuation: Basic			\$0.00			<b>Subtotal</b>	<b>\$1,650.00</b>			Tax 8.88 %	\$0.00			Tips	\$0.00			Payments	--			<b>Balance</b>	<b>\$1,650.00</b>
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		Tips	\$0.00																																
		Payments	--																																
		<b>Balance</b>	<b>\$1,650.00</b>																																
Payment methods accepted: <u>Cash, Debit, Credit, Check</u> .  Payments No payments yet.																																			

*Approve payment to Alder (moving company) TAB 4*





Accept proposal for D&O and HCL insurance TAB 5



**BETA**  
HEALTHCARE GROUP  
BETA RISK MANAGEMENT  
AUTHORITY

*Home Office*  
1443 Danville Boulevard  
Alamo, CA 94507  
925-838-6070 MAIN  
800-838-4111 TOLL FREE

*Glendale Office*  
330 North Brand Boulevard  
Suite 1090  
Glendale, CA 91203  
818-242-0123 MAIN  
800-838-4111 TOLL FREE

*Granite Bay Office*  
P.O. Box 619084  
Roseville, CA 95661  
916-266-6100 MAIN  
800-655-2667 TOLL FREE

*San Diego Office*  
15373 Innovation Drive  
Suite 120  
San Diego, CA 92128  
858-675-7400 MAIN  
800-890-9305 TOLL FREE

[www.betahg.com](http://www.betahg.com)  
A PUBLIC ENTITY

April 21, 2022

Jessica Grinberg  
Chairperson of the Board of Directors  
Mendocino Coast Healthcare District  
700 River Drive  
Fort Bragg, CA 95437

**RE: Mendocino Coast Healthcare District  
BETA Risk Management Authority  
July 1, 2022 Liability and Workers' Compensation  
Renewal Rates and Dividends**

Dear Ms. Grinberg:

BETA Risk Management Authority(BETARMA) recently finalized base rates and dividends for the upcoming renewal of the Healthcare Entity Comprehensive Liability (HCL), Excess Healthcare Entity Comprehensive Liability (XHCL), Directors and Officers/Employment Practices Liability (D&O/EPL), Automobile Coverage, Workers' Compensation (WC) and Excess Workers' Compensation (XWC) Contracts for the July 1, 2022 renewal.

**Liability Rates:**  
The BETA Council approved a base rate increase of 2% for the HCL/XHCL Coverage Contracts. The HCL/XHCL rate increases follow a period, prior to the most recent two years, of over a decade where HCL rates were flat to down, despite rising costs, due to a very competitive market. Base rates for the D&O/EPL Coverage Contracts will increase by 5%, and Auto Coverage Contracts will increase by 5%. While base rates for these coverages are increasing, it should be emphasized that experience rating will continue to play an important role in determining renewal pricing and could result in a total rate change for the HCL/XHCL, Auto and D&O/EPL contracts that is greater or less than the member's expiring rates.

**WC Rates:**  
The BETA Council also approved a base rate decrease for the WC/XWC Coverage Contracts of -2% this year due to the continued soft market. We believe that an overall base rate decrease will position BETA to retain our renewals in this very competitive market. Although base rates are decreasing on average, it should be emphasized that individual class code rates will fluctuate based on overall claims experience. In addition to individual class code rate changes, the experience rating which includes the Ex-Mod factor, will continue to play an important role in determining renewal pricing and could result in a total rate change for the WC coverage contracts that is greater or less than the member's expiring rates. Ex-Mod reports for the upcoming renewal have been distributed and will be released again with the WC renewal quotes.

**Dividends:**  
In addition to approving rates for this year's renewal, the BETA Council recently approved a total of \$11.6 million in annual dividends; \$7.3 million for liability lines of coverage and \$4.3 million for WC. Similar to past years, these dividends will be distributed to eligible members renewing on July 1, 2022. The annual dividend is based on each member's contribution to the financial performance of BETARMA dating back to when the member joined the program. Years of membership and loss experience relative to paid contributions will determine the percentage allocation that

continued

each member receives from the total annual dividend. This year's dividend marks the 30th consecutive year that BETARMA will distribute dividends to its members.

As part of BETARMA's continued efforts to cross-sell the HCL/XHCL and WC/XWC product lines, the BETA Council approved the continuation of the multi-line dividend in the amount of \$2.7 million for distribution to members that purchase the HCL/XHCL and WC/XWC coverage contracts from BETARMA. The multi-line dividend is in addition to the annual dividend described above. This dividend is allocated based on the percentage of each member's written primary HCL/XHCL and WC/XWC contributions compared to the total written primary HCL/XHCL and WC/XWC contributions of all eligible multi-line members in the 2021/2022 contract year.

Both the annual dividend and multi-line dividend will be distributed to eligible members who are in good standing, in two installments, on October 1, 2022 and April 1, 2023.

**Coverage Contract:**

There are no coverage contract changes.

If you have any questions regarding these changes, please feel free to contact me at (916) 266-5235. Thank you for your continued trust and loyalty to BETA Healthcare Group.

Sincerely,



Michele D. Reager, CPCU  
Senior Director of Underwriting

Approve payment to BB&K

TAB 6

Indian Wells  
(760) 568-2611  
Irvine  
(949) 263-2600  
Los Angeles  
(213) 617-8100  
Manhattan Beach  
(310) 643-8448

**BB&K**  
**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502  
Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com  
Tax ID # 95-2157337

Ontario  
(909) 989-8584  
Sacramento  
(916) 325-4000  
San Diego  
(619) 525-1300  
Walnut Creek  
(925) 977-3300  
Washington DC  
(202) 785-0600

MENDOCINO COAST DISTRICT HOSPITAL  
ATTN: AMY MCCOLLEY  
700 RIVER DRIVE  
FORT BRAGG, CA 95437

**Outstanding Invoice Notification** As of Wednesday, May 11, 2022

Our records indicate your balance is 60 days past due. If you have any questions about this invoice or the balance due on your account, please call our Accounts Receivable team at (951) 686-1450 or e-mail [accounts.receivable@bbklaw.com](mailto:accounts.receivable@bbklaw.com).

38128.00001 - GENERAL LEGAL  
Billing Attorney: NOEL M. CAUGHMAN

Date	Invoice	Total	Credits	Balance
3/10/2022	929349	\$15,392.80	\$0.00	\$15,392.80
4/11/2022	931785	\$19,093.50	\$0.00	\$19,093.50
<b>Balance Due</b>				<b>\$34,486.30</b>

Payments for Best Best & Krieger legal services may be sent to our lockbox:  
Best Best & Krieger LLP | P.O. Box 743074 | Los Angeles, CA 90074-30074  
Courier Delivery Address: Bank of America Lock Box Services | Lockbox 743074 | 2706 Media Center Drive | Los Angeles, CA 90065

Credit Card or Electronic Payment: Contact [accounts.receivable@bbklaw.com](mailto:accounts.receivable@bbklaw.com)

Wire Instructions: Bank of America Corporate Center | 100 North Tryon Street, Charlotte, NC 28255  
ABA Number: 026009593 | Swift Code: BOFAUS3N | Account # 14961-50991  
ACH Number: 122000661  
(Please Reference Invoice Number)

Please mail 1099 form to: Best Best & Krieger LLP | 3390 University Avenue, 5th Floor | P.O. Box 1028 | Riverside, CA 92502



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

2001 N. Main Street, Suite 390, Walnut Creek, CA 94596  
Phone: (925) 977-3300 | Fax: (925) 977-1870 | www.bbklaw.com

Indian Wells  
(760) 568-2611  
Irvine  
(949) 263-2600  
Los Angeles  
(213) 617-8100  
Manhattan Beach  
(310) 643-8448

Ontario  
(909) 989-8584  
Riverside  
(951) 686-1450  
Sacramento  
(916) 325-4000  
San Diego  
(619) 625-1300  
Washington, DC  
(202) 785-0800

MENDOCINO COAST DISTRICT HOSPITAL  
ATTN: AMY MCCOLLEY, CHAIR  
700 RIVER DRIVE  
FORT BRAGG, CA 95437

**2022 RATE SCHEDULE (CURRENT)**

Below please find the following below rate schedule that is effective as of March 1, 2022:

***MENDOCINO COAST DISTRICT HOSPITAL (38128)***

<b><u>38128.00001 General Legal</u></b>	<b><u>Rate</u></b>
Partner/ Noel Caughman	\$390.00
Partner/ Alison Bassett	\$385.00
Partners	\$385.00
Of Counsel	\$385.00
Associates	\$350.00
Paralegal	\$160.00

Should other Specialists be called upon to provide additional services, such as but not limited to Employee Benefits, Retirement and/or Executive Plan Review, PERS, and Bond/Public Financing, we will discuss those rates if different from above. Upon your approval, those Partners and Of Counsel rates will range between \$385-\$650.

**2021 RATE SCHEDULE (PREVIOUS)**

***MENDOCINO COAST DISTRICT HOSPITAL (38128)***

<b><u>38128.00001 General Legal</u></b>	<b><u>Rate</u></b>
Partner/ Noel Caughman	\$375.00
Of Counsel/ Alison Bassett	\$280.00
Partners	\$375.00
Of Counsel	\$280.00
Associates	\$280.00
Paralegal	\$150.00

If you have any questions, please do not hesitate to contact our office.

Approve monthly payment for HELP II loan TAB 7



CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

915 Capitol Mall, Suite 435  
Sacramento, CA 95814  
p (916) 653-2799  
f (916) 654-5362  
chffa@treasurer.ca.gov  
www.treasurer.ca.gov/chffa

June 1, 2022

Amy McColley  
Chair of the District’s Board  
Mendocino Coast Health Care District  
700 River Drive  
Fort Bragg, CA 95437

**Re: CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY (CHFFA)  
HELP II Loan Program: 30 Days Late Payment Notification**

- MEMBERS**
- FIONA MA, CPA, CHAIR  
California State Treasurer
  - BETTY T. YEE  
State Controller
  - KEELY MARTIN BOSLER  
Director of Finance
  - ANTONIO BENJAMIN
  - FRANCISCO SILVA
  - ROBERT CHERRY, M.D.
  - VACANT
  - KATRINA KALVODA
  - KERI KROPKE, M.A., M.A., CCC-SLP
- EXECUTIVE DIRECTOR**  
FRANK MOORE

Dear Ms. McColley:

This letter is to inform you that our office has not yet received your May 2022 payment and has assessed a late fee. It is now more than 30 days overdue.

As you are aware, your loan payment is due on or before the 1st of each month, with a late fee being assessed if the payment is postmarked after the 15th of the month. Please consider this letter a gentle reminder to remit the following payments:

➤ May 2022 Payment	\$13,802.02
➤ May 2022 Late Payment Fee	<u>690.10</u>
<b>Total Due:</b>	<b><u>\$15,182.22</u></b>

Please make the check payable to the California Health Facilities Financing Authority or make payment via CHFFA’s Electronic Payment Service at <https://www.govone.com/PAYCAL/CHFFA>, using the one-time payment option located on the top of the page, no later than 14 days from the date of this letter. If you have any questions or require additional information regarding this letter, please contact Erica Rodriguez, Compliance Officer at 916-653-3841 or [erica.rodriguez@treasurer.ca.gov](mailto:erica.rodriguez@treasurer.ca.gov).

Thank you in advance for remitting the payments identified above. We at CHFFA are pleased to have the continued opportunity to work with your organization.

Sincerely,

Carolyn Aboubechara  
Deputy Executive Director

Draft policy: Paying authorized expenses

John Redding, Treasurer

TAB 8

**Board Policy \_\_\_\_\_**  
**Payment of Previously Authorized Expenses**

**FIRST READING**

1. Legal Agreements

- 1.1. The Mendocino Coast Health Care District by the vote of current or past Boards of Directors have entered into legally binding agreements. Examples are the loan agreements (HELP II) and bonds (2016 Refunding Bonds).
- 1.2. These require periodic payments of known amounts. It is the will of the Board to delegate the authority to make these payments to the Treasurer.
- 1.3. Each annual budget will include each of these payments as a line item.

2. Ancillary mandated payments

- 2.1. The bonds require an annual disclosure of the District's financial status. Willdan Financial Services has been appointed by the Bond Trustee to provide an annual disclosure service.
- 2.2. BNY Mellon (Bank of New York) collects re-payments of the 2016 Refunding Bonds from the District on a monthly basis. BNY Mellon distributes these funds to the Bond Holders. BNY Mellon charges the District a fee for this service.
- 2.3. The County of Mendocino charges an annual fee for its role in collecting and disbursing property and parcel tax receipts.
- 2.4. It is the will of the Board to delegate the authority to make these payments to the Treasurer Each annual budget will include each of these payments as a line item.

3. Contracted Services

- 3.1. The Board of Directors routinely enters into service agreements. When such agreements have been authorized, finalized, and signed by the Chair, payment is delegated to the Treasurer.
- 3.2. The Board of Directors also hires independent contractors to provide professional services. When such agreements have been authorized, finalized and signed by the Chair, payment is delegated to the Treasurer.
- 3.3. When the Board of Directors hires a District employee, the Treasurer is authorized to instruct the District's book keeper to put such employee on the District's payroll.
- 3.4. All payments for Contracted Services will be included in the monthly Financial Report prepared by the Treasurer.

4. Transfers of Funds

- 4.1. Property and parcel tax receipts from the County are deposited three times a year into the District's Deposit Account held at Tri-County Bank. The parcel tax receipts are required by law to be placed in a

restricted account. The Treasurer is authorized to transfer parcel tax receipts to such account and to transfer property tax receipts to the Tax Revenue account.

4.2. By the terms of the Lease Agreement with Adventist Health, the District is required to make specified payments into a restricted account named Improvements Fund. These payments are due each year on July 1 and January 1. The Treasurer is authorized to transfer funds from a combination of the Tax Revenue and Measure C account into the Improvements fund.

4.3. Under the terms of the Lease Agreement, the District and Adventist Health share a Deposit Account held at Tri-County Bank. AH uses this account for billing purposes and will until such time as it has its own National Provider Identification (done) and is able therefore to establish a separate account. The District, to the extent that it has revenue, has funds comingled with those of AH in this account. From time to time, a shared employee prepares a list of receipts that belong to the District and to AH and sends this to the Treasurer for review and approval to transfer the money belonging to AH. The Treasurer is authorized to transfer those funds, after finding the list of transactions to be accurate.

4.4. All Transfers of Funds shall be included in the month Financial Report prepared by the Treasurer.

#### 5. Miscellaneous Payments

5.1. The Treasurer is authorized to pay for any miscellaneous expenses either budgeted or not, provided such payments are \$1,000 or less. An example would be for office expenses or utilities.

#### 6. Credit Card

6.1. A credit card shall be issued in the name of the Chair. This shall be used to pay for routine expenses. The Treasurer is authorized to instruct its book keeper pay the credit card on a monthly basis.

#### 7. Two Signatures

7.1. All payments described in this policy will require the signature of both the Chair and the Treasurer.

7.2. This requirement will be implemented via the use of the Melio software which the District's book keeper uses to schedule payments and issue a request for approval to disburse these.

Prepared by John Redding  
May 20, 2022

*Resolution Identifying the Number of Open Seats for Election*

Mendocino Coast Health Care District

RESOLUTION NUMBER 2022-\_\_\_\_\_

WHEREAS, the Mendocino Coast Health Care District (hereinafter "District") has a five-member Board of Directors elected by eligible voters who reside in the District; and

WHEREAS, all members so elected serve four-year terms; and

WHEREAS, three members will be elected in November of 2022; and

WHEREAS, one member was elected in November of 2020; and

WHEREAS, one member was appointed to an uncontested seat in 2020; and

WHEREAS, by law a member so appointed must stand for election at the next general election, that is, November 2022.

NOW, THEREFORE, IT IS ORDERED AND RESOLVED that the Board Chair shall notify *at once* the office of Assessor-County Clerk-Recorder for Mendocino County that the following seats will be up for election:

- Three seats, each with a four-year term
- One seat with a two-year term

The Board of Directors of the Mendocino Coast Health Care District at a special meeting of the Board passed this Resolution on June 6, 2022 by the following vote.

	Aye	Nay	Abstain	Absent
de Vall				
Spring				
Redding				
Grinberg				
McColley				

The motion was approved \_\_\_\_\_.

Signed:

Attest:

\_\_\_\_\_

\_\_\_\_\_

Norman de Vall, Chair