

**REGULAR MEETING AGENDA**  
**THURSDAY, April 27, 2023**  
**6:00 PM**  
**REDWOODS ROOM, AHMC**  
**700 RIVER DRIVE, FORT BRAGG, CA**  
<https://www.mchcd.org>

**NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**MENDOCINO COAST HEALTH CARE DISTRICT**

NOTICE IS HEREBY GIVEN in accordance with Section 54954 of the Government Code that a Regular Session of the Board of Directors of the Mendocino Coast Health Care District is called to be held April 27, 2023, at 6:00 p.m. in the Redwoods Room, Adventist Health Mendocino Coast Hospital, 700 River Drive, Fort Bragg, California.

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 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 Appendix A for other links and phone numbers to access this meeting.

<https://us02web.zoom.us/j/86106372748?pwd=UVMrS25aeHpCcHNNbGI1Z1RmNCs0Zz09>

**CONDUCT OF BUSINESS;**

- 1. Call to Order:** Lee Finney, Chair
- 2. Roll Call:** Susan Savage, Secretary

## **BOARD AND COMMUNITY COMMENTS**

### **3. Comments from the Board**

### **4. 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 of the 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-minute total time limits apply. The Board of Directors will then discuss the item without further public comment. The Agenda is 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 during the comment period.

### **5. APPROVAL OF AGENDA – Lee Finney, Chair**

### **6. APPROVAL OF MINUTES - Susan Savage, Secretary**

6.1 March 30, 2023, Regular Meeting Minutes

6.2 April 17, 2023, Special Meeting Minutes

**TAB 1**

### **7. REPORTS**

7.1 **Adventist Health Report** – Judy Leach

7.2 **Mendocino Healthcare Foundation Report** – Terry Ramos

7.3 **Treasurer's Report** – Jade Tippett

**TAB 2**

7.3.1 **Discussion/Action** Accept the Treasurer's Report

7.3.2 **Discussion/Action** Approve Transfer of \$1,500,000 of Adventist Health Accounts Receivable to Adventist Health

#### **7.4 Committee Reports:**

7.4.1 **Office and Staffing Ad Hoc Committee**

- Jade Tippett and Susan Savage

**TAB 3**

7.4.2 **General Counsel Search Ad Hoc Committee**

- Lee Finney and Sara Spring

7.4.2 **Financial Reconciliation Ad Hoc Committee**

- Sara Spring and Susan Savage

7.4.4 **Bylaws and Policies Ad Hoc Committee** – Susan Savage and Lee Finney

## **8. OLD BUSINESS**

8.1 **Discussion/Action** Untable the Adventist Health Proposal to Coordinate with Adventist Health California-wide Compliance Plan

8.2 **Discussion/Action** Adventist Health Proposal to Coordinate with Adventist Health California-wide Seismic Compliance Plan – Lee Finney **TAB 4**

8.2.1 **Discussion/Action** Consider proposal to integrate with the Adventist Health 2030 Seismic Compliance Plan in early 2024. Continue to use the Devenney Group to provide evaluation of impact and cost to retrofit the existing hospital and achieve compliance with HCAI/OSHPD requirements.

8.2.2 **Discussion/Action** Request the Devenney Group provide a cost estimate and engagement proposal to add an analysis of the HCAI/OSHPD requirements for seismic compliance that are mandated by the end of 2023.

8.2.3 **Discussion/Action** Authorize the Chair to apply to the Small and Rural Relief Program (SRHRP) by the end of 2023 to achieve HCAI compliance and mitigate Devenney Group costs.

8.3 **Discussion/Action** Untable the Bylaws Review

8.4 **Discussion/Action** Continue Review of Recommended Updated Bylaws from the Ad Hoc Bylaws Committee – Susan Savage **TAB 5**

## **9. NEW BUSINESS**

9.1 **Discussion/Action** Request from Lee Finney for approval of lodging, and mileage at the IRS rate to attend the Adventist Health North Coast Network Community Board Strategy Retreat in Santa Rosa on April 30, 2023, 10 AM – 5 PM – Lee Finney **TAB 6**

## **10. 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.

## **11. Comments from Board of Directors**

## **12. Adjournment**

Dated: April 24, 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 Mendocino Coast Healthcare District office at 775 River Dr. in Fort Bragg on April 24, 2023.

A rectangular box containing a handwritten signature in cursive script that reads "Susan T. Savage".

April 24, 2023

---

Susan Savage, Secretary

---

Date

Appendix A

Topic: MCHCD Board Meeting

Time: Apr 27, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86106372748?pwd=UVMrS25aeHpCcHNNbGl1Z1RmNCs0Zz09>

Meeting ID: 861 0637 2748

Passcode: 797171

One tap mobile

+16694449171,,86106372748#,,,,\*797171# US

+16699006833,,86106372748#,,,,\*797171# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+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

+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)

Meeting ID: 861 0637 2748

Passcode: 797171

Find your local number: <https://us02web.zoom.us/j/86106372748?pwd=UVMrS25aeHpCcHNNbGl1Z1RmNCs0Zz09>

**T  
A  
B  
1**

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

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

**Members Absent:** Paul Katzeff, attending via Zoom

**Public Attendees:** 4 persons from the public attended plus 6 persons via Zoom

**DATE:** Mar 30, 2023

**TIME:** 6:00 PM

**PLACE:** Redwood Room, Adventist Mendocino Coast Hospital  
700 River Dr.  
Fort Bragg, CA

**Call to Order – Lee**

The meeting was called to order at 6:10 PM. It was noted that Paul has a medical situation that required him to be out of town. Moved by Lee seconded by Jade to authorize Paul to attend via Zoom.

**VOTE:**

Lee: YES

Paul: ABSENT

Susan: YES

Sara: YES

Jade: YES

It is authorized for Paul to attend via Zoom pending clarification that no one 18 years or older is in the room with him.

**I. Board Comments**

General comments were offered by Board members.

**II. Community Comments – Lee**

Comments were received from the public.

**III. Approval of Agenda – Lee**

It was moved by Jade, seconded by Susan to approve the agenda as submitted.

**VOTE:**

Lee: YES

Paul: ABSENT

Susan: YES

Sara: YES

Jade: YES

The agenda as submitted was approved.

**IV. Approval of Meeting Minutes - Susan**

Moved by Susan, seconded by Lee to amend the minutes of the February 8 Special Meeting Approval of the Agenda to read as follows:

“Moved by Jade, seconded by Susan to approve the agenda. Sara challenged the agenda as the Zoom link was not included on page 1 of the agenda and therefore invalidated the meeting. The chair ruled that posting on the District website were adequate and proceeded with the meeting.”

VOTE:

Lee: YES  
Paul: ABSENT  
Susan: YES  
Sara: YES  
Jade: YES

The minutes of the February 8 meeting were amended. The corrected minutes will be posted on the website.

Moved by Susan seconded by Lee to approve the minutes of the February 23 regular Board meeting as distributed.

VOTE:

Lee: YES  
Paul: ABSENT  
Susan: YES  
Sara: ABSTAIN  
Jade: YES

The minutes were approved.

Moved by Susan seconded by Lee to approve the minutes of the March 16 Special Board meeting as distributed.

VOTE:

Lee: YES  
Paul: ABSENT  
Susan: YES  
Sara: ABSTAIN  
Jade: YES

The minutes were approved.

**V. Report from Mendocino Coast Healthcare Foundation – Terry Ramos**

Terry provided an update on Foundation activities, including 10 scholarships awarded to healthcare students, spring graduation for nursing students, addition of a grant writer to staff, and the return of a series of live Winesong! events.

**VI. Treasurer’s Report - Jade**

Jade presented a series of documents on the financial standing of the district. Moved by Jade seconded by Lee to accept the treasurer’s report.

VOTE:

Lee: YES  
Paul: ABSTAIN  
Susan: YES  
Sara: NO  
Jade: YES

A friendly amendment to the previous motion was suggested by Sara to add approving the warrant list as distributed with a correction.



VOTE:

Lee: YES  
Paul: ABSTAIN  
Susan: YES  
Sara: NO  
Jade: YES

The warrant list will be corrected to show \$354 reimbursed to Susan for the annual P.O. Box rental, not for copies. The Treasurer's report was then accepted and the warrant list approved. Moved by Jade, seconded by Lee to transfer \$1,000,000 from BofA account x0155 to Adventist Health. The motion was withdrawn. Further documentation was requested in order to consider this transfer.

Moved by Jade, seconded by Lee to transfer \$188,120 from the x5861 Tax Revenue account to the Measure C restricted account. The motion was withdrawn. Further documentation was requested in order to consider this transfer.

Moved by Lee, seconded by Jade to pay approximately \$418,012.92 from BofA account x0155 to the Department of Healthcare Services to satisfy a collections notice, pending final negotiations on the exact amount past due.

VOTE:

Lee: YES  
Paul: YES  
Susan: YES  
Sara: YES  
Jade: YES

The payment is authorized.

**VII. Solar Power Proposal – Josh Taylor, portfolio energy manager for Adventist Health**

A proposal to install carport-style & ground mounted solar power cells in the parking lot and adjacent property to the hospital at no cost to the district was presented.

Moved by Jade, seconded by Lee to authorize Engie North American and Adventist Health to submit a non-binding interconnection application with PG&E by the April 13 deadline.

VOTE:

Lee: YES  
Paul: YES (Note: Paul arrived on Zoom at 7:10 PM)  
Susan: YES  
Sara: YES  
Jade: YES

**VIII. Report from Adventist Health – Judy Leach**

A report was provided on staffing changes/ additions at the hospital.

**IX. Chair's report – Lee**

Board and community were referred to the written Chair's report that was distributed and posted. She also provided an update on AB 869 (Wood) that has been amended, cleared the Assembly Committee on Health and is now heading to the Assembly Appropriations Committee.

**X. 516 Cypress Street Address Change Request – Lee**

Moved by Sara seconded by Jade to approve the address change request for 516 Cypress Street.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

The address change request is approved.

**XI. Motion to Table**

Moved by Jade seconded by Lee to table all remaining items on the agenda.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

The remaining items concerning an Adventist Health seismic compliance plan, further authorization for the Devenney Group, the Small and Rural Relief Program, and Bylaws update were tabled.

**XII. Next meeting – Lee**

The next meeting will tentatively be scheduled for Thursday April 13 pending availability of meeting space.

**XIII. Community Comments**

Community comments were received.

**XIV. Board Comments**

Comments from the Board were delivered.

**XV. Motion to Adjourn**

It was moved by Jade seconded by Susan to adjourn.

VOTE:

Lee: YES

Paul: YES

Susan: YES

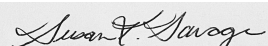
Sara: YES

Jade: 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,



Susan K Savage, Secretary

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

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

**Public Attendees:** 2 persons from the public attended plus 5 persons via Zoom

**DATE:** April 17, 2023

**TIME:** 6:00 PM

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

**Call to Order – Lee**

The meeting was called to order at 6:08 PM.

**I. Board Comments**

General comments were offered by Board members.

**II. Community Comments – Lee**

Comments were received from the public.

**III. Approval of Agenda – Lee**

It was moved by Susan, seconded by Lee to approve the agenda as submitted. Jade requested that the Board take a brief break at 7:30 PM. Sara requested the deletion of item 6.1.1, report from the ad hoc committee on office and staffing. Both were accepted as friendly amendments. Sara moved, seconded by Paul, that we not discuss bylaws without prior legal review and remove bylaws discussion from the agenda.

**VOTE:**

Lee: NO

Paul: YES

Susan: NO

Sara: YES

Jade: NO

The motion was defeated.

Discussion of the main motion to approve the agenda as amended was resumed.

**VOTE:**

Lee: YES

Paul: NO

Susan: YES

Sara: NO

Jade: YES

The agenda as amended was approved.

**IV. Motion to Untable - Lee**

Moved by Jade, seconded by Lee to untable items 6.1.2 Financial Reconciliation Ad Hoc Committee Report and 6.1.3 Bylaws and Policy Ad Hoc Committee Report from a previous agenda.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: NO

Jade: YES

The items are untabled.

**V. Report from the Financial Reconciliation Ad Hoc Committee - Sara**

Sara reported that the ad hoc committee has continued the work to reconcile the Moss Adams accounting report with bank statements to verify accuracy before transferring further funds to Adventist Health. Significant disparities have been found. A follow-up call has been made to Moss Adams for clarification.

**VI. Report of the Bylaws and Policies Ad Hoc Committee - Susan**

Susan reported that the boiler plate policy manual from the California Special Districts Association has been received and is being compared with existing policies for possible future recommendations to the Board.

**VII. Public Accessibility Options for Board of Director Meetings - Lee**

There was discussion of various options to provide consistent public access to Board meetings. Moved by Jade, seconded by Susan to continue meeting in the Redwoods Room at Adventist Health Mendocino Coast Hospital at 6:00 PM on designated meeting days until further notice with adequate signage advising the public of multiple access possibilities if the outpatient doors are locked, to continue providing Zoom remote access, and to continue looking for alternate meeting space.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

Motion passed.

**VIII. Proposal from Marshall Brown and KAKX - Paul**

Mendocino Unified School District teacher Marshall Brown discussed a proposal for the student communications program at Mendocino High School to provide video and taping coverage for our Board of Directors meetings.

Moved by Susan, seconded by Paul to authorize a letter of understanding to contract with Mr. Brown's Mendocino High School program to provide video taping of all regular Board meetings for \$400 per meeting initially, with the possibility of some reduction once the processes needed are in place.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

The letter of understanding is authorized.

**IX. Motion to Untable the Proposed Updates to the Bylaws - Lee**

Moved by Jade, seconded by Susan to untable the proposed updates to the Bylaws recommended by the Bylaws and Policies Ad Hoc Committee.

VOTE:

Lee: YES

Paul: ABSTAIN

Susan: YES

Sara: NO

Jade: YES

The item is untabled.

**X. Recommended Bylaws Updates – Susan**

The Bylaws ad hoc committee sought feedback from the committee on a number of key issues where the Bylaws might need amending as submitted for Board consideration at the meeting on March 16. There was agreement that legal counsel needs to review all revisions of the Bylaws before the Board votes to adopt. It was also recommended that whenever possible, any guiding legislative citation be included.

The committee has withdrawn the recommendation to change all references to Board of Directors to Board of Trustees.

There was general agreement to proceed with bringing exact language to amend the following sections:

Article 1 Section 5 to change the number and accessibility to copies of the Bylaws

Article 2 Section 4 to give authorization to the treasurer for bill paying

Article 2 Section 4d on maintaining minutes and digital recordings and any legal requirements for a seal.

Article 2 Section 5-f on Strategic Healthcare Plan development with the addition of the Mendocino Coast Clinics and community stakeholders

The following recommendations need further research and clarification to bring back to the Board for further consideration:

Article 2 Section 2 to clarify how and when Board members take office

Article 2 Section 4 on when officers are elected

Moved by Jade seconded by Lee to table discussion of the remaining recommendations.

VOTE:

Lee: YES

Paul: YES

Susan: YES

Sara: YES

Jade: YES

The remaining recommendations are tabled.

**XI. Motion to Adjourn**

It was moved by Jade seconded by Lee to adjourn.

VOTE:

Lee: YES

Paul: YES

Susan: YES

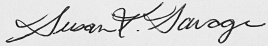
Sara: YES

Jade: YES

The meeting was adjourned at 9:00 PM.

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

Respectfully submitted,



Susan K Savage, Secretary

DRAFT

**T**

**A**

**B**

**2**

# Mendocino Coast Health Care District

## Board Meeting

April 27, 2023

### Treasurer's Report

#### **Contents:**

- Statement of Financial Position
- Adventist Health Accounts Receivable in MCHCD Accounts
- Measure C Fund Account
- Auditors Claim Form for April 38% Teeter Distribution

#### **Discussion Items:**

1. Financial Overview
2. Adventist Health AR Deposits in District Accounts
3. Measure C Finances Update
4. Draft Fund Accounting Framework for FYE2024
5. Medicare and MediCal Cost Report Settlements

#### **Board Actions**

1. Accept Treasurer's Report
2. Approve transfer of \$1,500,000 of Adventist Health Accounts Receivable to Adventist Health



**Mendocino Coast Health Care District**  
**Statement of Financial Position**  
As of March 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>CASH AND CASH EQUIVALENTS</b>	
BofA xx155 <sup>1</sup>	2,456,095.11
BofA AP xx268	174,273.90
BofA HH AP xx743	36,941.51
BofA HH PR xx680	21,663.14
BofA Master xx263 <sup>1</sup>	304,190.57
BofA Payroll xx282	6,238.47
SBMC Core xxxxx660	13,911.31
SBMC Gift Mem xxx686	0.64
SBMC HH xxx678	73,923.26
TRIC Deposit Account 7219	990,437.31
TRIC District AP -Checking (7244)	155,818.30
TRIC Measure C Restricted Fund - 5258	3,027,075.49
TRIC Property Tax Revenue Account 5861	1,012,771.37
<b>Total Verified Bank Accounts</b>	<b>\$ 8,273,340.38</b>
<b>Total Cash</b>	<b>\$ 8,273,340.38</b>
<b>Other Assets</b>	
Local Agency Investment Fund (LAIF)	3,519,951.91
CA DHCS Intergovernmental Transfer	912,733.00
Storage Deposit	1,606.00
Sun Life of Canada 962 shares	47,186.10
<b>Total Other Assets</b>	<b>\$ 4,481,477.01</b>
<b>Accounts Receivable</b>	
CA DHCS Intergovernmental Transfer - Estimate	\$ 900,000.00
<b>Total Accounts Receivable</b>	<b>\$ 900,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 13,654,817.39</b>

**LIABILITIES****Liabilities****Current Liabilities****Accounts Payable**

AHMC Accounts Receivable Claim as of March 31, 2023	1,710,840.00
---	--------------

CA Dept. Health Care Services Refund Claim <sup>2</sup>	422,578.12
---	------------

Operations Accounts Payable (A/P) <sup>3</sup>	18,776.59
--	-----------

<b>Total Accounts Payable</b>	<b>\$ 2,152,194.71</b>
-------------------------------	------------------------

**Other Liabilities**

CARES Act Refund	\$ 1,300,000.00
------------------	-----------------

United Health Care Loan	420,000.00
-------------------------	------------

<b>Total Other Liabilities</b>	<b>\$ 1,720,000.00</b>
--------------------------------	------------------------

<b>Total Current Liabilities</b>	<b>\$ 3,872,194.71</b>
----------------------------------	------------------------

**Long-Term Liabilities**

2016 Refunding Bonds	3,251,216.69
----------------------	--------------

HELP II Loan 21192275	860,509.11
-----------------------	------------

<b>Total Long-Term Liabilities</b>	<b>\$ 4,111,725.80</b>
------------------------------------	------------------------

<b>Total Liabilities</b>	<b>\$ 7,983,920.51</b>
--------------------------	------------------------

<b>NET ASSETS MINUS LIABILITIES</b>	<b>\$ 5,670,896.88</b>
-------------------------------------	------------------------

**EQUITY**

Net Capital Assets - FY2020 Audit (DZA)*	14,549,614.00
--	---------------

<b>TOTAL EQUITY</b>	<b>\$ 14,549,614.00</b>
---------------------	-------------------------

<b>NET WORTH</b>	<b>\$ 20,220,510.88</b>
------------------	-------------------------

**NOTES:**

<sup>1</sup> This account is primarily if not totally composed of payments to AHMC for services by insurance companies, etc. which will be passed through to AH.

<sup>2</sup> MediCal Overpayment. North Coast Health Center FYE2019

<sup>3</sup> A/P as of 3/31 See Warrant List for details.

<sup>4</sup> This represents the value of land and improvements owned by the District. This figure comes from the 2019-2020 DZA Audit Capital assets, net of accumulated depreciation.

**Disclaimer:** This statement was not subjected to an audit, review, or compilation and may contain errors and omissions. The sole purpose of this document is to acquaint the Governing Board of the general status of the District's finances.

Prepared by J. Tippett, Treasurer

**Adventist Health Accounts Receivable in Mendocino Coast Health Care District Accounts**

<b>Date</b>	<b>Amount</b>	<b>Totals</b>	<b>Description</b>
12/31/2021	12,213,192		District's payable to AH as of 12/31/2021-A/R Reconciliation Summary
1/31/2022	(3,657,960)		Less Transfer to Adventist Health from Tri Counties Bank account #7219
3/4/2022	(403,081)		Less Transfer to Adventist Health from Tri Counties Bank account #7219
11/10/2022	(5,878,413)		Less Wire to Adventist Health from Bank of America account #1263
		2,273,738	Remaining 12/31/2021 payable to transfer to AH
7/1-31/2022	1,106,365		Patient Payments-July 2022 bank deposits-belonging to Adventist Health
9/2/2022	(790,000)		Less Transfer from Tri Counties bank account ending #7219
		316,365	Remaining to transfer to AH for July 2022 bank deposits
8/1-31/2022	619,997		Patient Payments-August 2022 bank deposits-belonging to Adventist Health
11/15/2022	(196)		Less Transfer from Savings Bank of Mendocino #0660
11/16/2022	(617,983)		Less Transfer from Bank of America account #1263
	1,818	1,818	Remaining to transfer to AH for August 2022 bank deposits
10/1-31/2022	273,128	273,128	Patient Payments-October 2022 bank deposits-belonging to Adventist Health
11/1-30/2022	1,944,621	1,944,621	Patient Payments-November 2022 bank deposits-belonging to Adventist Health
12/1-31/2022	276,313	276,313	Patient Payments-December 2022 bank deposits-belonging to Adventist Health
1/1/-31/2023	264,047	264,047	Patient Payments-January 2023 bank deposits-belonging to Adventist Health
1/1/2023	1,030,000	1,030,000	Biannual Lease payment-Improvement Fund due from the District
2/28/2023	185,764	185,764	Patient Payments- February 2023
2/28/2023	(5,060,900)	(5,060,900)	Transfer from Bank of America Account #1263
3/31/2023	205,947	205,947	Patient Payments-March 2023
<b>3/31/2023</b>		<b>1,710,840</b>	<b>Current Balance Due Adventist</b>

Measure C Fund Account

Date	Gross Parcel Tax Receipts	Assess	Rebates	Expenses	Net Parcel Tax Receipts	Capital Projects Approved	Balance
<b>2018</b>							
10/15	100				100		100
<b>2019</b>							
1/14	965,606	(19,312)			946,294		946,394
2/28			(18,144)		(18,144)		928,250
4/3			(5,040)		(5,040)		923,210
4/17			(1,584)		(1,584)		921,626
4/26	667,146	(13,343)			653,803		1,575,429
5/8						(700,000)	875,429 Medtech upgrade
5/30			(1,152)		(1,152)		874,277
6/7			(1,296)		(1,296)		872,981 FYE '19
7/19			(4,608)		(4,608)		868,373
7/24			(288)		(288)		868,085
8/9			(1,296)		(1,296)		866,789
8/20	121,445	(2,429)			119,016		985,805
10/15						(56,088)	929,717 ED Flooring
						(24,650)	905,067 Nitrous manifold
12/4			(864)		(864)		904,203
12/17	904,939	(18,099)			886,840		1,791,043
12/19			(576)		(576)		1,790,467
<b>2020</b>							
1/31						(136,568)	1,653,899 LOGIQ Ultrasound
1/31						(314,564)	1,339,335 NCFHC
1/31						(314,564)	1,024,771 ED
1/31						(314,564)	710,207 Labor & Delivery
5/31	625,231	(12,505)			612,726		1,322,933
7/15			(3,168)		(3,168)		1,319,765
9/15	111,327	(2,267)			109,060		1,428,825 ? Same fees as Aug '20
12/17	890,906	(17,815)			873,091		2,301,916
<b>2021</b>							
2/18						(2,225,478)	76,438 Roof rep,HVAC,AmbInc,fire sprkl,sur;
4/23	615,436	(12,309)			603,127		679,565
8/26	113,946	(2,267)			111,679		791,244
10/19			(5,040)		(5,040)		786,204
<b>2022</b>							
1/6	884,110	(17,682)			866,428		1,652,632
4/14	610,304	(12,206)			598,098		2,250,730
8/22	112,483	(2,250)			110,233		2,360,963
<b>2023</b>							
12/22	882,604	(17,652)	(720)		864,232		3,225,195
4/5			(720)		(720)		3,224,475
4/17	609,130	(12,183)			596,947		3,821,423
<b>CURRENT TOTALS</b>	<b>8,114,713</b>	<b>(162,318)</b>	<b>(44,496)</b>	<b>-</b>	<b>7,310,951</b>	<b>(4,086,476)</b>	<b>3,821,423</b>

Remaining Unallocated Measure C Funds

**3,821,423**

Measure C Restricted Account Balance  
(as per J. Tippett 4/19/23)

3,624,023.00

Minimum true-up required to bring Measure C Funds up to unallocated balance as of 4/17/23.

**197,400**

# MENDOCINO COUNTY AUDITOR CLAIM

FY 22-23 38% Teeter, CY/PY Unsecured Collection Distribution (Dec 2022-Feb 2023)

<b>Vendor No:</b>	7794	<b>Batch #</b>	1978
<b>Vendor:</b>	Mendocino Coast Health Care Dist PO Box 579 Fort Bragg CA 95437	<b>Control #</b>	111055700
		<b>Check #</b>	
		<b>Date Paid:</b>	4/13/2023

<p><b>Total Claim:                      934,763.05</b></p>	<p>Approved for Payment: Chamise Cubisson, Auditor-Controller/TTC <i>Darlene Betts</i> For questions contact: Darlene Betts, 707-234-6874</p>
--	---

<u>Fund-Acct No.</u>	<u>Description:</u>	<u>Amount:</u>
	Current Secured	337,646.05
	Current Unsecured	(11.14)
	Prior Secured	-
	Prior Unsecured	180.66
	SB813 Supplemental	-
	HOPTR	-
	Highway Property Rental	-
	Timber Tax	-
	FBRDA Residual ROPS A	-
	Prop 1-A Reimbursement	-
	Spec Assmt - Measure C	609,130.08
	Less Spec Assmt Fee	(12,182.60)
		-
		-----
2110-760134	Total	934,763.05

**Mendocino Coast Health Care District  
Fund Based Accounting Framework for FYE2024 (Proposed)**

**General Fund**

- **District Operations**
  - Personnel Costs
  - Office Expenses
  - Board Meeting Expenses
  - D&O Insurance
  - Board HRA
  - Legal Expenses
  - Accounting Expenses
  - Utilities
  - Internet Costs
    - Website
    - Office 365
  - Memberships
  - Board Education – Consultants
  - Election Costs
- **Measure C Administrative Expenses**
  - Consultant Costs related to exemptions, etc.
  - Legal Expenses related to Measure C
  - ADA Accommodations

**Measure C Restricted Fund**

- Holds Measure C Funds
- Reimburse AHMC Lease Fund for Completed Improvements\*
- Other expenditures\*  
\* as authorized by the Measure C Committee and approved by MCHCD Board

**AHMC Lease Fund**

- AHMC Lease Payment
- AHMC Improvement Fund Payments
- Other expenses directly related to AHMC Lease

**Trailing Liability Fund**

- Tail Health Care Liability
- Obsolete Property Storage
- EDD Unemployment Insurance Payment
- Medicare and MediCal Cost Report Settlements
  - Underpayment Reimbursements
  - Overpayment Refunds
  - Independent consulting accountants

**Capital Fund – Seismic Retrofit**

- **Fund Balance**
  - General Fund Annual Surplus
- **Design and Planning Costs**
  - Architects
  - Engineers
  - Consultant Expenses

**Debt Service Fund**

- **Bonds**
  - Bond Principal balances
  - Bond Payments – Interest and principal accounted separately
  - Bond servicing and certification costs
- **Loans**
  - Loan Principal Balances
  - Loan Payments – Interest and Principal accounted separately

## Special District Uniform Accounting and Reporting Procedures

# Chapter 5: Fund Accounting

### Introduction

Governmental accounting systems should be organized and operated on a fund basis. According to GASB Cod. Sec. 1300, *Statements of Principle*, a fund is defined as:

An independent fiscal and accounting entity with a self-balancing set of accounts which record cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purposes of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Unlike private business, which is accounted for as a single entity, a governmental unit is accounted for through several separate fund entities as discussed in GASB Cod. Sec. 1300.101 (Section 1300, paragraph .101). Each of these funds accounts for assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position or fund balance within each fund.

Fund accounting systems not only need to be capable of recording the day-to-day transactions in the appropriate funds, but should also facilitate the preparation of the basic financial statements. These basic financial statements require both government-wide and fund reporting for government entities.

Additionally, fund financial statements should be used to report additional and detailed information with regard to the primary government entity, including its blended component units. The focus of fund financial statements is on major funds.

### Governmental Environment

#### 5.01 Number of Funds

Governmental accounting and financial reporting requirements are intended to provide assurance that available governmental resources are controlled and spent in accordance with the organization's spending, product and service delivery decisions, and a variety of legal and contractual provisions. The general rule is to establish the minimum number of separate funds consistent with legal specifications, operational requirements, and the principles of fund classification.

As described in GASB Cod. Sec. 1300.101 (Section 1300, paragraph .101):

The diverse nature of governmental operations and the necessity of assuring legal compliance preclude recording and summarizing all governmental financial transactions and balances in a single accounting entity. Unlike a private business, which is accounted for as a single entity, a governmental unit is accounted for through several separate fund entities, each accounting for designated assets, liabilities, and equity or other balances.

Thus, from an accounting and financial management viewpoint, a governmental unit is a combination of several distinctly different fiscal and accounting entities, each having a separate set of accounts and functioning independently.



## 5.02 Fund Categories

Governmental funds, as discussed in GASB Cod. Sec. 1300.102a (Section 1300, paragraph .102a), are primarily focused on the sources, uses, and balances of current financial resources and often have a budgetary orientation. Current financial resources are those assets that are expendable during a budgetary period and they are often segregated into a specific governmental fund based on restrictions imposed by outside authorities or parties, or strategies established by internal management. Liabilities of a governmental fund are obligations that will be paid from the current period resources held by that particular fund.

According to GASB Cod. Sec. 1300.102a (Section 1300, paragraph .102a), financial statements for governmental funds should be presented using the current financial resources measurement focus and the modified accrual basis of accounting. The governmental fund category includes the general fund, special revenue funds, capital projects funds, debt service funds, and permanent funds.

Fund Balance, as discussed in GASB Cod. Sec. 1300.102a (Section 1300, paragraph .102a), is referred to as fund equity. It is the difference between governmental fund assets and deferred outflows of resources, and liabilities and deferred inflows of resources.

Proprietary funds, as discussed in GASB Cod. Sec. 1300.102b (Section 1300, paragraph .102b), are primarily focused on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. They are used to account for local government activities similar to those that may be performed by commercial enterprise-type organizations.

According to the provisions of GASB Cod. Sec. 1300.102b (Section 1300, paragraph .102b), the required financial statements for proprietary funds are a statement of net position; a statement of revenues, expenses, and changes in fund net position; and a statement of cash flows. These financial statements should be reported using the full accrual basis of accounting and the economic resources measurement focus. The proprietary fund category includes enterprise funds and internal service funds.

Fiduciary funds, as discussed in GASB Cod. Sec. 1300.102c (Section 1300, paragraph .102c), are primarily focused on net position and changes in net position. They are used to account for assets held by a local government for other parties (either as a trustee or as an agent) and that cannot be used to finance the local government's own operating programs.

According to the provisions of GASB Cod. Sec. 1300.102c (Section 1300, paragraph .102c), the required financial statements for fiduciary funds are the statement of fiduciary net position and the statement of changes in fiduciary net position. These financial statements should include information about all fiduciary funds of the primary government, including fiduciary component units.

As stated in GASB Cod. Sec. 1300.102c (Section 1300, paragraph .102c), fiduciary funds should be reported using the full accrual basis of accounting and the economic resources measurement focus. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and custodial funds. Custodial funds are distinguished from the three types of trust funds by the existence of a trust agreement or equivalent arrangement that has certain characteristics.

## Fund Types

### 5.03 Governmental Funds

Governmental funds are based on the following accounting relationship:

$$\text{Assets} + \text{Deferred Outflows of Resources} = \text{Liabilities} + \text{Deferred Inflows of Resources} + \text{Fund Balance}$$

As previously discussed, the Governmental Fund category includes the General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds, and Permanent Funds and account for the current operating expenditures of the local government. The guidelines for the five types of governmental funds are stated in GASB Cod. Sec. 1300.104 - .108 (Section 1300, paragraphs .104 - .108).

The general fund is used to account for and report all financial resources not accounted for and reported in another fund. There is only one general fund and it should only be used if no other fund is applicable and/or appropriate.

Special revenue funds are used to account for and report proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should be used to report resources if legally mandated. Financial resources that are being accumulated for principal and interest maturing in future years should also be reported in debt service funds. The debt service transactions of a special assessment issue for which the government is not obligated in any manner should be reported in a custodial fund rather than a debt service fund.

Permanent funds are used to account for and report financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs—that is, for the benefit of the government or its citizenry. Permanent funds do not include private-purpose trust funds.

### 5.04 Proprietary Funds

Proprietary funds include enterprise funds and internal service funds. Funds in this category are considered self-supporting in that the services they render are generally financed through user charges or on a cost reimbursement basis. Proprietary funds (as well as fiduciary and government-wide financial statements) are based on the following accounting relationship:

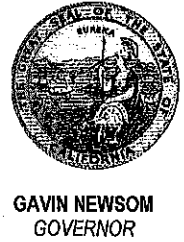
$$(\text{Assets} + \text{Deferred Outflows of Resources}) - (\text{Liabilities} + \text{Deferred Inflows of Resources}) = \text{Net Position}$$

This accounting relationship can also be displayed in a balance sheet format as:

$$\text{Assets} + \text{Deferred Outflows of Resources} = \text{Liabilities} + \text{Deferred Inflows of Resources} + \text{Net Position}$$



State of California—Health and Human Services Agency  
Department of Health Care Services



**SEP 24 2021**

Judson Howe, CFO  
North Coast Family  
700 River Drive  
Fort Bragg, CA 95437-5403

NOTICE OF TENTATIVE SETTLEMENT TO RECONCILIATION REQUEST  
PROVIDER LEGAL NAME: MENDOCINO COAST HEALTH CARE DISTRICT  
DBA: NORTH COAST FAMILY  
NATIONAL PROVIDER IDENTIFIER: 1124220249  
FISCAL PERIOD ENDED: JUNE 30, 2019

We completed the pre-audit analysis for the Rural Health Clinic (RHC) Medi-Cal Reconciliation Review Request for the above-referenced fiscal period.

The amount presented on Schedule 1 represents 100% of the tentative Medi-Cal settlement due the State in the amount of \$457,255, for the above-referenced fiscal period.

In order to prevent overpayments to the Clinic, the Department applied a percentage of cutback to reflect the recovery from prior year reviews.

This RHC Tentative Settlement to Reconciliation Request includes the:

1. Schedule 1—Tentative Settlement Summary
2. Tentative Settlement Adjustments Schedule

The Department will perform a final review of the Clinic's Medi-Cal Prospective Payment System (PPS) Reconciliation Request at a later date, which will determine the Clinic's final settlement amount.

The Department will not adjust the Clinic's interim PPS rate at this time.

The Statement of Account Status will incorporate the Medi-Cal overpayment, which may reflect other financial transactions initiated by the Department. The State's fiscal intermediary will forward the Statement of Account Status to the provider. The Statement of Account Status will include instructions regarding payment. The total of the Statement of Account Status equals the total settlement amount on Schedule 1 of this report.

Judson Howe  
Page 2

SEP 24 2021

Please contact Kanwardeep Gill, Auditor, at (916) 713-8980 or  
Kanwardeep.Gill@dhcs.ca.gov if you have any questions.

*for* 

Maricela Orejel  
Audit Manager  
FQHC/RHC Section—Sacramento  
Financial Audits Branch

Enclosure  
Certified



## Jade Tippett

---

**From:** Keo, Metrey@DHCS <Metrey.Keo@dhcs.ca.gov>  
**Sent:** Tuesday, April 4, 2023 2:41 PM  
**To:** Jade Tippett  
**Cc:** Rozanski, Laura@DHCS; Lloyd, Kristi@DHCS  
**Subject:** RE: [External]RE: Mendocino Coast Health Tentative Settlement FY2019

Jade,

Awesome! Please keep me updated as you route the payment.

### Payments by Check:

Checks should be made payable to “Department of Health Care Services,” must list the appropriate NPI/AR number and should be mailed to the following address:

Department of Health Care Services  
Overpayments Unit, MS 4720  
PO BOX 997421  
Sacramento, CA 95899-9916

### Payment by Electronic Fund Transfer (EFT):

To get started, go to the EFT [website](#). Two unique EFT options are available:

- One-Time Payment – Ideal for Medi-Cal beneficiaries and entities with few claims
- Enrolled User Payment – Ideal for entities with numerous claims and multiple payments. This option allows users to schedule advance payments and track payment history.
  - Select “Register” to register as an Enrolled User - Allow DHCS 5 business days to create and confirm your new Enrolled User account

### Additional Information about using EFT

In your payments, please include the following information in the backup document or individual EFT:

Reference	NPI	AR	Amount
1124220249-019	1124220249	6042130745	\$260,813.12
1124220249-020	1124220249	6042130746	\$75,391.00
1124220249-021	1124220249	6042130747	\$86,064.21
1124220249-022	1124220249	6042130748	\$309.79
Total			\$422,578.12

Please let me know if you have any questions.

Thank you,

### Metrey Keo

Associate Governmental Program Analyst  
Department of Health Care Services  
Third Party Liability and Recovery Division  
Overpayments Unit  
Office: (279) 600-1773

### FQHC / RHC PPS RECONCILIATION - TENTATIVE SETTLEMENT (TRA)

<b>PROVIDER LEGAL NAME: MENDOCINO COAST HEALTH</b>	<b>Fiscal Period Ended DECEMBER 31, 2020</b>
--	--

<b>National Provider Identifier 1124220249</b>	<b>SOL Date 02/28/25</b>	<b>Program RHC</b>	<b>Type Code 1003</b>
--	------------------------------	------------------------	---------------------------

<b>Supervisor</b>	Pasia Gutierrez <i>10/19/22 CDF For</i>
<b>Auditor</b>	Tarandeep Brar
<b>Budgeted Hours</b>	2
<b>Actual Hours</b>	2
<b>Date to Supervisor</b>	9/15/2022
<b>TRA Letter Issued</b>	<b>FEB 22 2023</b> <i>gm</i>

	<b>PERIOD 1</b>	<b>PERIOD 2</b>
<b>Total Visits Reported</b>	1,956	1,711
<b>Total Payments Reported</b>	\$695,303	\$615,670
<b>PPS Rate</b>	<b>\$223.15</b>	<b>\$227.38</b>
<b>Total Amount</b>	<b>(\$485,444)</b> ✓	
<b>TRA Payment Percentage</b>	100%	
<b>TRA Pmt Due Provider (State)</b>	<b>(\$485,444)</b>	



MICHELLE BAASS  
DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

FEB 22 2023

Warren Tetz, CFO  
Mendocino Coast Health Care District  
700 River Dr  
Fort Bragg, CA 95437-5403

NOTICE OF TENTATIVE SETTLEMENT TO RECONCILIATION REQUEST  
PROVIDER LEGAL NAME MEDOCINO COAST HEALTH CARE DISTRICT  
DBA NORTH COAST FAMILY  
NATIONAL PROVIDER IDENTIFIER (NPI) 1124220249  
FISCAL PERIOD ENDED DECEMBER 31, 2020

We completed the pre-audit analysis for the Rural Health Clinic (RHC) Medi-Cal Reconciliation Review Request for the above-referenced fiscal period.

The amount presented on Schedule 1 represents 100% of the tentative Medi-Cal settlement due the State in the amount of \$485,444, for the above-referenced fiscal period.

This RHC Tentative Settlement to Reconciliation Request includes the:

1. Schedule 1—Tentative Settlement Summary

The Department will perform a final review of the Clinic's Medi-Cal Prospective Payment System (PPS) Reconciliation Request at a later date, which will determine the Clinic's final settlement amount.

The Department will not adjust the Clinic's interim PPS rate at this time.

The Statement of Account Status will incorporate the Medi-Cal overpayment, which may reflect other financial transactions initiated by the Department. The State's fiscal intermediary will forward the Statement of Account Status to the provider. The Statement of Account Status will include instructions regarding payment. The total of the Statement of Account Status equals the total settlement amount on Schedule 1 of this report.

Administrator

Page 2

Date

FEB 22 2023

Please contact Tarandeep Brar, Auditor, at [Tarandeep.Brar@dhcs.ca.gov](mailto:Tarandeep.Brar@dhcs.ca.gov) if you have any questions.



Pasia Gutierrez  
Audit Manager  
FQHC/RHC Section—Sacramento  
Financial Audits Branch

Enclosure

Certified





PO Box 6782  
Fargo, ND 58108-6782

June 17, 2021

**FIRST REQUEST  
CERTIFIED MAIL**

JUDY HOUGLAND CONTROLLER  
MENDOCINO COAST DISTRICT HOSPITAL  
700 RIVER ROAD  
FORT BRAGG CA 95437-5403

RE: Provider: Mendocino Coast District Hospital Initial Demand Letter  
Provider Number: 05-1325  
Fiscal Year End: June 30, 2019  
Subunits: 05-8629, 05-Z325

Dear Ms. Houglan:

The final settlement made under the Health Insurance for the Aged Act, Title XVIII for the provider above shows an amount due the Medicare program of \$120,437.00.

As a means of collecting the amount due, we will recoup (reduce or withhold) 100% of your interim payments from your Remittance Advice starting 15 days from the date of this letter until the full amount due has been recouped or an acceptable repayment schedule, along with the first month's payment, is received. If you would prefer not to have the overpayment withheld through your remit, a check must be received in our office on or before 15 days from the date of this letter. If you have questions, please contact our Call Center at 855-609-9960.

If you wish to make arrangements for an extended repayment plan, please contact JE-ERS@noridian.com. All extended repayment schedules are subject to interest. The interest rate is determined by the Secretary of the Treasury. The current interest rate on overpayments is 9.500%. Payments are applied first to accrued interest and then to the principle.

If you are submitting a check, please make it payable to "Noridian Healthcare Solutions,

MENDOCINO COAST DISTRICT HOSPITAL

June 17, 2021

Page 2

LLC Medicare A", identify on the check what settlement the payment is to be applied to, and mail it to:

Noridian Healthcare Solutions, LLC  
PO Box 6782  
Fargo, ND 58108-6782

Noridian Healthcare Solutions (Noridian) offers an immediate offset option for collection of this overpayment from your Medicare claims processing payment. Please refer to the immediate offset request form found on the Noridian website:  
<https://med.noridianmedicare.com/web/jea/forms>

In accordance with the Social Security Act, Section 1815(d) and 1833(j), interest will be assessed on the amount due CMS unless full payment is made within 30 days from the date of this letter. As stated in 42 CFR 405.378, interest will be assessed for each full 30-day period that payment is delayed.

We expect to hear from you shortly.

Sincerely,

/s/

Ellen Corwin, Director, J-E Provider Audit & Reimbursement  
Provider Audit and Reimbursement Department

CTJ

Enclosure

**T**

**A**

**B**

**3**

TO: MCHCD Board of Directors  
FROM: Susan Savage & Jade Tippett  
DATE: April 10, 2023

## REPORT

The Ad Hoc committee tasked with exploring office and staff needs is continuing to explore further the following in consultation with the City of Fort Bragg:

- Full costs including salary, benefits, and any salary-driven costs of a full-time vs part-time staff position
- Development of an appropriate job description for either full or part time.
- Development of a timeline for having a hire in place at the beginning of the 2023-24 fiscal year
- Development of all policies needed for proceeding with hiring
- Development of any policies needed once the hire is in place
- Examination of existing office space to determine needs for a functional office.

The committee is interested, pending determination of full costs, in a full-time position with an emphasis on support for the fiscal affairs of the district, with additional support provided for office/clerical needs of the Board.

**T**

**A**

**B**

**4**

**Summary of Information**  
**Adventist Health Seismic Compliance Plan and MCHCD Coordination**

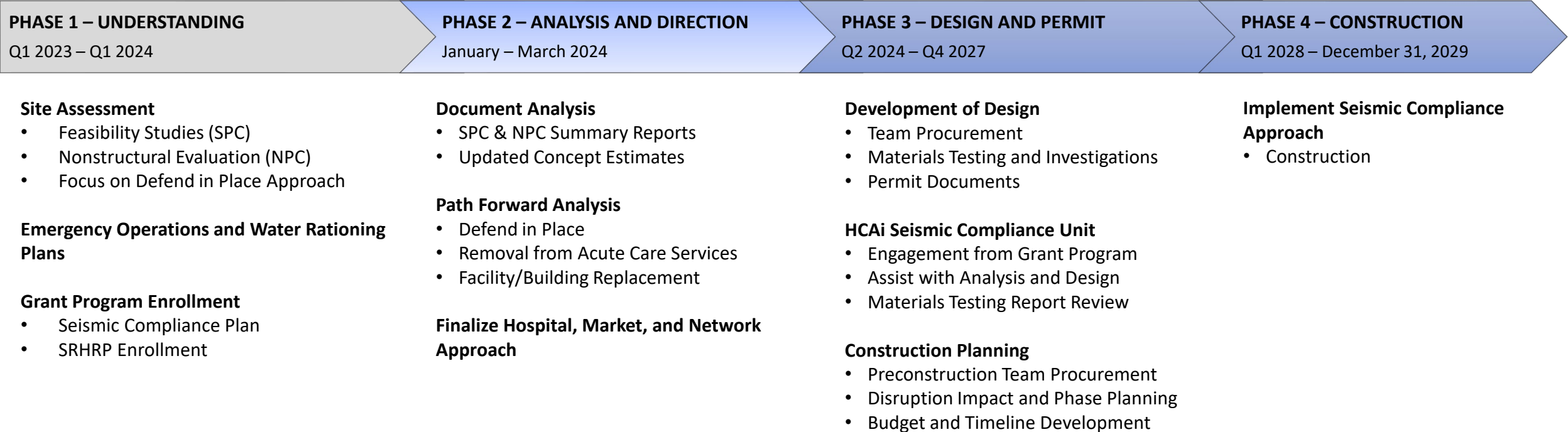
**Lee Finney**

- Chip Faulmann, Administrative Director, Adventist Health Office of Design and Construction, contacted the Chair on March 22, 2023, inquiring whether MCHCD wants to be folded into the 2030 Seismic Compliance Plan that Adventist has developed for twelve of its hospitals. The Adventist goals are to maintain consistency using the same architecture and structural engineering firms system-wide, while meeting the compliance milestones set by HCAI/OSHPD to achieve compliance by 2030.
- The milestone for NPC Evaluation submission to OSHPD is January 1, 2024, per the California Administrative Code, Chapter 6 and applies to MCHCD. (The date that the Lease Agreement with Adventist commits MCHCD to present a Seismic compliance plan to Adventist is January 1, 2025.)
- To participate with the Adventist Compliance Team and Strategy, MCHCD would need to fund their share of the costs of a site feasibility study, enrollment in the Small and Rural Hospital Relief Program (SRHRP) grant, operational plan development and meeting the NPC Evaluation requirements. The budget that Adventist developed for this work for MCHCD is \$325K.
- Following discussion with the Chair and with Andrew Flanigan from the Devenney Group, Chip Faulmann revised his proposal to MCHCD to recommend that MCHCD continue to work with the Devenney Group (instead of folding in with the Adventist architecture and structural engineering firms) with some added scope of work to meet the NPC (Non-structural) requirements that must be submitted to HCAI/OSHPD by January 1, 2024, which include NPC 5. These plans need to align with the hospital's EOP and utility plans.
- The additional scope of work for Devenney will need to include calculations to determine any reclassification that is possible regarding wood frame performance. HCAI/OSHPD may revise the requirements for wood frame buildings and/or there may be additional legislation regarding these requirements in the CAC for 2030 seismic compliance. There are also the possibilities outlined in AB 869 to provide additional relief for small and rural hospitals and special districts.
- Under the revised Adventist proposal, MCHCD would apply independently to the Small and Rural Hospital Relief Program for a grant to mitigate the cost of Devenney's work on evaluating the retrofit option for the Coast Hospital and meeting the HCAI/OSHPD milestone of January 1, 2024. Devenney and Adventist will assist as needed in this process.
- Chip Faulmann's recommendation going forward is to integrate the MCDCH plan from Devenney with the Adventist Health plan in the first quarter of 2024 so that a full system recommendation and path forward can be made, if retrofitting the existing hospital is the path chosen by MCHCD.

# Seismic Regulation Timeline & Requirements

**Capital Committee Request  
January 12, 2023**

# Seismic Regulations –Path Forward & Requirements



**Governing Regulations:**

- Hospital Facilities Seismic Safety Act (HFSSA) required by January 1, 2030 (SB 1953):**
- Compliant with SPC 4/4D or SPC 5
  - Compliant with NPC 3, NPC 4/4D, and NPC 5
    - Can include Operational Plan

- California Administrative Code (CAC), Chapter 6, Article 1 Required Milestones:**
- **January 1, 2024** – Submit Nonstructural Evaluation (NPC)
  - January 1, 2026 – Submit Construction Documents (NPC)
  - January 1, 2028 – Obtain Permit for NPC Compliance (NPC)
  - January 1, 2030 – Construction Complete (NPC & SPC)

*HCAi has the authority to hold issuance of facility building permits after January 1, 2024 if the CAC Milestone is not met*



[RETURN TO SEARCH](#)

# Small and Rural Hospital Relief Program

**Grantor:** [Department of Health Care Access and Information](#)

**Portal ID:** 2187

**Status:** Active

**Opportunity Type:** Grant

 **Last Updated:** June 16, 2022, 11:51 am | [View change notes](#)

**CATEGORIES:**  [HEALTH & HUMAN SERVICES](#)



**Purpose:**

With funding from the California Electronic Cigarette Excise Tax (Senate Bill 395, Chapter 489, Statutes of 2021), the Department of Health Care Access and Information (HCAI) is launching the Small and Rural Hospital Relief Program (SRHRP) to provide grants for seismic compliance projects. First round of funding projected to be available April 2023.

**Description:**

The Alfred E. Alquist Hospital Facilities Seismic Safety Act (Health and Safety Code (HSC) Section 129675) requires that hospitals be constructed to remain open and safely provide services to the public after an earthquake. The Small and Rural Hospital Relief Program will administer this new grant program to eligible small, rural, or Critical Access hospitals that have limited funds for seismic safety retrofit requirements. Ten percent of the funds from the California Electronic Cigarette Excise Tax will be allocated to HCAI to fund the new program (HSC Section 130075).

The SRHRP supports qualified small, rural and Critical Access hospitals by providing state grant funding and technical assistance to help meet seismic safety standards and preserve access to general acute care for the communities they serve.

The program is being developed to assist qualified facilities with technical assistance for development of seismic improvement program planning, project planning and development, and financial grants to apply towards implementing each facility's unique compliance program. The first step in qualifying for the program will be the application process, which will be used to determine if facilities meet the qualifications as either a small, rural or Critical Access hospital at risk of closure for financial reasons.

Program applicants will be required to have current seismic compliance plans and agreed-upon project delivery plans on file with HCAI's Seismic Compliance Unit prior to acceptance of funding package applications. A process will be employed to optimize use of available funds across all program participants based on need and adherence to approved project schedules.

**Eligibility Requirements**

**Eligible Applicants:**

Nonprofit, Public Agency

Small hospitals defined as having fewer than 50 licensed medical/surgical beds

**Eligible Geographies:**

Rural hospitals defined as having a Rural or Frontier designation status in the Medical Service Study Area, and/or Critical Access Hospitals are those possessing this designation from the Centers for Medicare and Medicaid Services.

**IMPORTANT DATES**

Application deadline

**Ongoing**

Expected award announcement

**Ongoing**

Period of performance

**Ongoing**

## FUNDING DETAILS

Total estimated available funding

**See Notes Below**

Expected number of awards

**Dependent**

Estimated amount per award

**Dependent**

Letter of Intent Required? Yes ( see Description for details )

Requires Matched Funding? No

**Available Funding Notes:** The funding amount is determined by the amount of excise taxes collected from the sale of electronic cigarettes Current projections are \$2-3 million annually will be available to distribute. Grant funding will be awarded to eligible facilities based on project readiness, community need and financial status.

Funding Source: State

**Funding Source Notes:** The funding amount is determined by the amount of excise taxes collected from the sale of electronic cigarettes Current projections are \$2-3 million annually will be available to distribute.

Funding Method: Advances & Reimbursement(s)

**Funding Method Notes:** Grant awards can be applied towards initial seismic evaluations, design planning, or construction to meet seismic compliance.

## HOW TO APPLY

State agencies/departments recommend you read the **full grant** guidelines before applying.

[Grant guidelines](#)

[Online application](#)





## RESOURCES

[Grantor's site](#)

[Subscribe to grant updates](#)

**For questions about this grant, contact:** 1-916-319-8800, [srhrp@hcai.ca.gov](mailto:srhrp@hcai.ca.gov)

## Similar to This Grant

 <b>DISADVANTAGED COMMUNITIES</b> <i>Employment Development Department</i> <b>Emergency Medical Services Intermediary Program Year 2022-23</b> 3 months ago <a href="#">More Details</a>	 <b>HEALTH &amp; HUMAN SERVICES</b> <i>Department of Social Services</i> <b>Stop the Hate Program Funding</b> 3 months ago <a href="#">More Details</a>	 <b>HEALTH &amp; HUMAN SERVICES</b> <i>Department of Health Care Services</i> <b>California Residency Program Collaborative (CRPC)</b> 3 months ago <a href="#">More Details</a>	 <b>HEALTH &amp; HUMAN SERVICES</b> <i>Department of Health Care Services</i> <b>California Spoke Opioid</b> 3 months ago <a href="#">More Details</a>
---	--	---	---



[Privacy Policy](#)  
[Use Policy](#)  
[Data](#)  
[Accessibility Certificate](#)  
[Subscribe to Updates](#)



Copyright © 2023 State of California

**T  
A  
B  
5**

**BYLAWS OF THE BOARD OF TRUSTEES  
MENDOCINO COAST HEALTHCARE DISTRICT**

775 RIVER DRIVE  
FORT BRAGG, CALIFORNIA 95437

Adopted (March 30, 2023 TBD)

DRAFT

## ARTICLE I. GENERAL

### Section 1. Title

These Bylaws shall be known as the "Bylaws of the Board of Trustees of the Mendocino Coast Healthcare District," and may be referenced as the "Bylaws."

### Section 2. The District

- a. The Mendocino Coast Healthcare District (the "District") is a local healthcare district organized on March 6, 1967, under the provisions of the Local Healthcare District Law, Health & Safety Code section 32000, et seq., (the "District Law"). Under the terms of the District Law, as amended from time to time, the District owns and leases a hospital (the "Hospital") and rural health clinics (collectively, "District Facilities").
- b. The District is governed by an elected five-member Board of Trustees (the "Board"). The Board is responsible for oversight of all District Facilities, and shall make all necessary rules and regulations.

### Section 3. Bylaws and Policy Manual

These Bylaws govern the conduct of the Board and implementation and compliance with the District Law and other applicable federal and state statutes and regulations. In addition to the Bylaws, the Board shall adopt a Policy Manual governing specific matters of the Board to augment the Bylaws (the "Policy Manual"), including, at a minimum, a Conflict of Interest Code and policies for ethical standards, Board and committee meetings, investments, legal claims, contracts and purchasing, environmental review of District projects and public records and retention. See Attachment A: Conflict of Interest.

### Section 4. Effect of Bylaws on Past Actions and Obligations

The adoption of these Bylaws or the repeal of a resolution by the Bylaws shall not affect:

- a. Vested rights and obligations pertaining to any prior resolution; or
- b. Other matters of record referring to resolutions and not included within the Bylaws; or
- c. All previous legal agreements

### Section 5. Maintenance of Bylaws

- a. A signed copy of the Bylaws shall be maintained on file in the District office. A current copy shall be maintained on the District website, and the District digital One Drive. Each Trustee shall be given a copy of the Board Bylaws and Policy Manual. Additional copies of the Bylaws shall be distributed as requested.
- b. Each resolution making a change in the Bylaws shall be filed by the Secretary and digitally stored.

## ARTICLE II. BOARD OF TRUSTEES

### Section 1. Mission of the Board of Trustees

The mission of the Board is to

- a. Ensure that the resources of the Health Care District are used in the best interests of the public.
- b. Meet its financial, contractual and regulatory obligations.
- c. Implement and support designated healthcare programs providing they are congruent with regulations and existing contracts.
- d. Ensure that the District maintains its fiscal solvency.
- e. The Bylaws and the mission should be reviewed annually for continued relevance

### Section 2. Memberships

- a. Election: Trustees shall be elected in accordance with the District Law, except the date of election shall be the same date as the statewide general election. The dates of any notices, canvass of voters, certification of election, and all other procedural requirements shall comply with those for the statewide general election.
- b. Assuming office: A person may assume the office of Trustee as per Election Code Section 10554 on the first Friday following the certification of election results and upon completion of a notarized oath of office, the original of which must be delivered to the county elections office.
- c. Appointment:
  1. The office of a Trustee may become vacant before the end of the term because of death, resignation or other event causing vacancy. A resignation is effective when accepted by the Board and is irrevocable.
  2. The position shall be filled in accordance with Healthcare District regulations. Regulations are as follows:
    - a. Notwithstanding any other provision of law or county regulations, a vacancy in the Board of Trustees shall be filled pursuant to this section.
    - b. The District shall notify the county elections official of the vacancy no later than 15 days after either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
    - c. The remaining members of the District Board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).
    - d. The remaining members of the District Board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. The District shall post a notice of the vacancy in three or more conspicuous places in the



district at least 15 days before the District Board makes the appointment. The District shall notify the county elections official of the appointment no later than 15 days after the appointment.

- e. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.
  - f. In lieu of making an appointment the remaining members of the Board may within 60 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the District Board calls the election.
  - g. If the vacancy is not filled by the District Board by appointment, or if the District Board not called for an election within 60 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the Board of Supervisors of Mendocino County may appoint a person to fill the vacancy within 90 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. The Board of Supervisors may order the District to call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the Board of Supervisors calls the election.
  - h. If within 90 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, and the remaining members of the District Board or the Board of Supervisors have not filled the vacancy and no election has been called for, then the District Board shall call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the District Board calls the election.
- d. Notwithstanding any other provision of this section, if the number of remaining members of the District Board below a quorum, then at the request of the District Secretary or a remaining member of the District Board, the Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. If the vacancy occurs in the first half of a term of office,

but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the Board of Supervisors calls the election.

### **Section 3. Ethics and Conflict of Interest Code**

is the intent of the Board to act in the highest ethical standard in carrying out its duties to the public. It is also the intent of the Board to protect the District's interests when entering in to a transaction or agreement, and not the private interests of any Trustee, Officer, or Employee. To that end, the Board has adopted an "Ethics Policy" and a "Conflict of Interest Code" contained in the Board Policy Manual.

### **Section 4. Organization**

Officers of the Board. The Officers of the Board shall be Chair, Vice-Chair, Treasurer, and Secretary. Officers shall be elected at the Board's regular January meeting for the calendar year and shall serve until their successor assumes office. A Board Member cannot hold more than one office at a time.

a. Chair. The Chair shall:

1. Preside over all the meetings of the Board.
2. Be responsible for coordination and liaison with community groups, public agencies, and residents served by the District.
3. Be responsible for the ongoing administrative affairs of the Board, including without limitation, supervision of financial matters, correspondence, and administrative activities of the Board.
4. Sign as Chair, contracts, conveyances, and other instruments in writing and checks on the funds of the District as the Board shall authorize
5. Be responsible for coordination and liaison with District legal counsel, auditors, and consultants.
  - a. Receive all requests from Board members for the preparation of legal opinions, legal memoranda, contracts, corporate documents or other legal work for legal counsel.
  - b. Prepare Board agendas with the assistance of legal counsel if necessary, prepare memoranda and other materials which are necessary to hold closed session meetings, Board Resolutions and other material pertinent to Board meetings as required,
  - c. Serve as an alternate member, if able, upon the excused absence of a Committee member, and
  - d. Invite legal counsel to attend Committee meetings, as desired.
6. Designate members of the Board to undertake special responsibilities and to report to the Chair on those activities.
7. Appoint, with the concurrence of the Board, members of Standing and Ad Hoc Committees.
8. Represent the Board at official functions and digital media platforms when necessary.
9. Ensure that postings meet the requirement of the digital media policy.

10. Serve as a spokesperson for the Board regarding Board actions, and keep the Board promptly informed of these occasions.

11. Perform other duties as pertain to the office as prescribed by the Board.

b. **Vice-Chair**. In the absence or inability of the Chair to serve, the Vice Chair shall perform the duties of the Chair and shall perform other duties as are prescribed by the Board.

c. **Treasurer**. The Treasurer or designee shall:

1. Keep, or cause to be kept, correct and accurate accounts of the properties and financial transactions of the District;
2. Present an annual fiscal year budget to the Board;
3. Cause an annual independent audit of the District to be performed in accordance with law;
4. Perform all duties incident to the office and such other duties as prescribed by the Board.
5. Monitor the financial activities that result from all Agreements and ensure these activities are in compliance with such Agreements.
6. Act as Board liaison with the Measure C Oversight Committee.
7. The Treasurer is authorized to set up automatic payment of any bills at their discretion and is authorized to pay all usual and customary expenses of the District

d. **Secretary**. The Secretary or designee shall ensure

1. That Minutes of all meetings of the Board are prepared, and ensure that such Minutes are filed in the official records of the District and are available on the District website.
2. That digital recordings of meetings are maintained and are available on the District website.
3. That the official record of resolutions, actions and orders passed or adopted by the Board are maintained;
4. That all correspondence, financial records and reports are maintained in the records of the District;
5. That appropriate notices in accordance with these Bylaws or as required by law are provided;
6. That all records of the District are maintained.
7. Perform all duties incident to the office and such other duties as prescribed by the Board.

## Section 5. Powers

The powers of the District are set forth in the District Law and other applicable law. The powers of the District are vested in the Board, which may delegate one or more of its powers at its sole discretion. Specifically, the Board shall:

- a. Establish by Resolution substantive and procedural policies regarding the affairs of the District in accordance with the best interests of the communities served by the District.
- b. Enter into contracts and agreements with respect to the affairs of the District, including contracts for management services and for other activities approved by the Board.
- c. Hire staff as needed
- d. Enhance the provision of quality healthcare in the communities served by the District by, among other efforts, working with public and private entities
- e. The District, Adventist Health Mendocino Coast, and healthcare providers shall collaborate to develop and agree proactively on a comprehensive community healthcare needs assessment and plan. The District and Adventist Health will abide by the lease provisions as stated in Section 25.8 Restrictive Covenant. See Attachment B: Lease Agreement.
- f. Exercise all other powers now or hereinafter set forth in and given to it by the District Law and other public agency laws applicable to the District.

## Section 6. Meetings

The Board will schedule meetings based on Board need. The Board will meet at minimum once per quarter. All meetings of the Board and its committees shall be conducted in accordance with the Ralph M. Brown Act, Government Code section 54950, et seq. (the "Brown Act"), and any other applicable law or regulation.

- a. Regular meetings of the Board shall be held in accordance with an annual calendar of meetings adopted at the January meeting.
- b. The District's fiscal year shall run from July 1 through June 30. The budget for the following fiscal year shall be adopted at the June meeting.
- ~~e~~ Meetings of the Board shall be open and public, except as allowed by law. Persons shall be permitted to attend any portion of a meeting, except a Closed Session.
- ~~d~~ When feasible, remote online access for meeting attendance by the public will be provided.
- ~~e~~ A quorum of the Board shall not discuss the business of the District directly, serially or through an intermediary, except at a properly noticed public meeting. A quorum of the Board may discuss the time, place and agenda for a meeting at any time. Two members of the Board may discuss District business at any time other than meetings of a Standing Committee, which are governed by the Brown Act.
- f. The Board adopts the use of Roberts Rules of Order as modified for small groups for the conduct of all meetings.

## Section 7. Compensation, Benefits and Expenses

- a. Members of the Board of Trustees shall serve without compensation.
- b. Benefits. Trustees are entitled to the following benefits:

1. A flexible spending account funded by the District to be used towards health care costs.
2. If previously approved by the Board, a Trustee shall receive actual, reasonable and necessary reimbursement for travel, meals, lodging, registration and similar expenses incurred on District business. The rate for reimbursement shall not exceed the rate published by the IRS for deduction from taxes. However, if the expenses are incurred in connection with a trade conference, the reimbursement rates shall not exceed the posted rates for the conference and if the posted rates are not available, the reimbursement rate shall be comparable to the IRS rates.
3. Trustees must be authorized in advance to incur expenses for District purposes and shall submit a written request with supporting documents for reimbursement.

#### **Section 8. Appointment of Office Manager**

- a. The Board shall be solely responsible for selecting an Office Manager, who shall be responsible for managing the District's office, files, and preparations for Board meetings. The Board shall adopt a written statement setting forth the qualifications, authority and duties of the Office Manager. The Board shall set the Office Manager's compensation.
- b. Other employees may be hired by the Board to assist in the implementation of policy.
- c. Trustees may discuss but not direct employees in District business--Such employees shall, if possible, supply information requested by Trustees in writing, and shall inform the Chair when information is supplied.

#### **Section 9. Legal Counsel**

- a. An attorney shall be retained by the Board to act as General Counsel. The Board may appoint Special Counsel. The Board will set the compensation of General Counsel and Special Counsel. General and Special Counsel serve at the pleasure of the Board.
- b. The General Counsel is directly accountable to the Board. General Counsel shall provide legal advice and services as requested by the Board, and shall work with the Chair on the District's legal matters.
- c. General Counsel represents the District. General Counsel shall not represent individual Trustees, Officers or Employees, unless authorized in writing by the Board.
- d. General Counsel will recommend appointment of Special Counsel when conflicts arise or if necessary to deal with matters requiring specialized knowledge.
- e. Neither General Council nor Special Council shall respond to individual Board members request for service. All Board member requests for general or special legal counsel shall be referred to the Chair.

## ARTICLE III. BOARD COMMITTEES

### Section 1. General

- a. Committees of the Board shall be standing or ad hoc. The committee members shall be appointed by the Chair at the January regular Board meeting and as otherwise needed. The Chair's action shall be final unless a majority of director's object. Two Trustees shall be appointed to each committee, one of whom shall be the committee chair, and both of whom shall be voting members. Any Trustee not appointed to a committee may serve as an alternate to that committee. A calendar of regular meetings of committees shall be developed and posted on the District website.
- b. All committees shall be advisory to the Board, except as otherwise expressly specified by the Board.

### Section 2. Standing Committees

#### a. Planning.

A Standing Committee on Planning will be chaired by the Vice Chair. The purpose of the Planning Committee includes but is not limited to

1. Developing an annual strategic plan of goals and objectives for the year
2. Recommending and overseeing employee policies and procedures;
3. Reviewing and recommending employee compensation and benefits
4. Developing and providing oversight for projects authorized by the Board
5. Recommending community members as appropriate for Board appointment to the Planning Committee.
6. Overseeing short and long- term facility planning and maintenance

#### b. Finance

A Standing Committee on Finance will be chaired by the Treasurer. The purpose of the Finance Committee includes but is not limited to

1. Recommending and overseeing fiscal and business policies and procedures.
2. Overseeing financial management and budgeting;
3. Recommending and overseeing fiscal controls;
4. Recommending and overseeing Investments
5. Overseeing internal audits and ensuring an annual independent audit
6. Reviewing and presenting to the Board financial statements and reports
7. Monitoring the financial activities that arise from the Agreements to ensure compliance with the terms and conditions of such Agreement.
8. Reviewing the spending of the Measure C fund

### **Section 3. Ad Hoc Committees**

Ad hoc committees, including not more than two Trustees, may be established by the Chair subject to approval of the Board, for defined tasks of a limited duration. An ad hoc committee shall only perform those duties assigned by the Chair, and upon their completion be discharged. The Chair, in consultation with the Board, shall determine the members of the committee.

## **ARTICLE IV. MISCELLANEOUS**

### **Section 1. Review of Bylaws**

The Board shall review these Bylaws and the Policy Manual annually to ensure they comply with the District Law and all other applicable federal and state laws and regulations in keeping with the functions of the Board.

### **Section 2. Amendment of Bylaws**

These Bylaws may be amended by a majority of the Board at a duly noticed Board meeting, provided a full statement of each proposed amendment has been sent to each trustee along with the meeting agenda and packet.

### **Section 3. Indemnification**

- a. **Civil proceedings.** The District shall, to the full extent of the law, defend and indemnify each of its employees against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any civil claim arising out of the scope of his or her employment for the District. For purposes of this section, the term "employee" shall have the same meaning set for in Government Code section 810.2, or any successor statute thereof, and includes without limitation any person who was or is a director, officer, employee or servant of the District.
- b. **Criminal and administrative proceedings.** The District may but is not obligated to defend and indemnify its employees (as defined above). If an employee seeks defense and indemnification in any such proceeding, he or she shall submit a written request to the Board, which shall conduct a review of the request in accordance with Government Code sections 995.6 and 995.8, or any successor statute

## CERTIFICATION OF THE SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Secretary of Mendocino Coast Healthcare District;  
and
2. That the foregoing Bylaws comprised of eleven (11) pages constitute the Bylaws, as amended, of the District as duly adopted at a meeting of the Board of Trustees thereof duly held on the 30<sup>th</sup> day in the month of March , 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this day  
\_\_\_\_\_, 2023

\_\_\_\_\_  
Secretary  
Mendocino Coast Healthcare District



**BYLAWS OF THE BOARD OF DIRECTORS OF  
MENDOCINO COAST HEALTH CARE DISTRICT**

775 RIVER DRIVE  
FORT BRAGG, CA 94537

Adopted: NOVEMBER, 2020

## **ARTICLE I. GENERAL**

### **Section 1. Title**

These Bylaws shall be known as the "Bylaws of the Board of Directors of Mendocino Coast Health Care District," and may be referenced as the "Bylaws."

### **Section 2. The District**

- (a) Mendocino Coast Health Care District (the "District") is a local healthcare district organized on March 6, 1967, under the provisions of the Local Healthcare District Law, Health & Safety Code section 32000, et seq., (the "District Law"). Under the terms of the District Law, as amended from time to time, the District owns and leases a hospital (the "Hospital") and rural health clinics (collectively, "District Facilities")
- (b) The District is governed by an elected five-member Board of Directors (the "Board"). The Board is responsible for oversight of all District Facilities, and shall make all rules and regulations necessary for the administration of the District Facilities.

### **Section 3. Bylaws and Policy Manual.**

These Bylaws govern the conduct of the Board and implementation and compliance with the District Law and other applicable federal and state statutes and regulations. In addition to the Bylaws, the Board shall adopt a policy manual governing specific matters of the Board to augment the Bylaws (the "Policy Manual"), including, at a minimum, a Conflict-of-Interest Code and policies for ethics standards, Board and committee meetings, investments, legal claims, contracts and purchasing, environmental review of District projects and public records and retention.

### **Section 4. Effect of Bylaws on Past Actions and Obligations.**

The adoption of these Bylaws or the repeal of a resolution by the Bylaws shall not affect:

1. Vested rights and obligations pertaining to any prior resolution; or
2. Other matters of record referring to resolutions and not included within the Bylaws.

All previous legal agreements will continue.

### **Section 5. Maintenance of Bylaws.**

1. At least three signed copies of the Bylaws shall be maintained on file in the District office and a current copy maintained on the district website. Each director shall be given a copy of the Board Bylaws and Policy Manual. Additional copies of the Bylaws shall be distributed as directed by the President.
2. Each resolution making a change in the Bylaws shall be filed by the Secretary and digitally stored.

## ARTICLE II. BOARD OF DIRECTORS

### Section 1. Mission of Board of Directors

The mission of the Board is to

- a. Ensure that the resources of the Health Care District are used in the best interests of the public.
- b. Meet its financial, contractual and regulatory obligations.
- c. Implement and support programs providing they are congruent with regulations and existing contracts.
  1. Ensure that the district maintain its fiscal solvency with its limited resources.
  2. The bylaws and the mission should be reviewed annually for continued relevance

### Section 2. Memberships

- a. Assuming office: A person may assume the office of Director by election or appointment.
- b. Election: Directors shall be elected in accordance with the District Law, except the date of election shall be the same date as the statewide general election. The dates of any notices, canvass of voters, certification of election, and all other procedural requirements shall comply with those for the statewide general election. Directors shall take office at noon on the first Friday following certification of the election results by the Mendocino County Registrar of Voters, as provided by Elections Code section 10554.
- c. Appointment:
  1. The office of director may become vacant before the end of the term because of death, resignation or other event causing vacancy. A resignation is effective when accepted by the Board and is irrevocable.
  2. The position shall be filled in accordance health care district regulations. Regulations are as follows:
    - i. Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.
    - ii. The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
    - iii. The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).
- d. Remaining members:
  1. The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

2. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.
- e. In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.
  - f. If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.
  - g. If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy. The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum. If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. The election called pursuant to this subdivision shall be

held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

- h. Oath of Office. Persons elected or appointed to the Board shall take the oath of office prior to assuming office in the manner and at the time prescribed by law. The Secretary or other person authorized by law shall administer the oath.

(Amended by Stats. 2007, Ch. 343, Sec. 4. Effective January 1, 2008.)

### **Section 3. Ethics and Conflict of Interest Code.**

It is the intent of the Board to act in the highest ethical standard in carrying out its duties to the public. It is also the intent of the Board to protect the District's interests when entering in to a transaction or agreement, and not the private interests of any director, officer, or employee. To that end, the Board has adopted an "Ethics Policy" and a "Conflict of Interest Code" contained in the Board Policy Manual.

### **Section 4. Organization.**

- a. Officers of the Board. The officers of the Board shall be Chair, Vice-Chair, Treasurer, and Secretary. Officers shall be elected at the Board's regular December meeting for the next calendar year, and shall serve until the successor assumes office. A Board Member cannot hold more than one office at a time.
- b. Chair. The Chair shall:
  - 1. Preside over all the meetings of the Board
  - 2. Be responsible for coordination and liaison with community groups, public agencies, and residents served by the District.
  - 3. Be responsible for the ongoing administrative affairs of the Board, including without limitation, supervision of financial matters, correspondence, and administrative activities of the Board.
  - 4. Sign as Chair: contracts, conveyances, and other instruments in writing, and checks on the funds of the District as the Board shall authorize or direct the President to sign.
  - 5. Be responsible for coordination and liaison with District legal counsel, auditors, and consultants.
  - 6. Designate members of the Board to undertake special responsibilities and to report to the President on those activities.
  - 7. Coordinate with the District's legal counsel:
    - i. Receive all requests from Board members for the preparation of legal opinions, legal memoranda, contracts, corporate documents, or other legal work for legal counsel so as to eliminate duplication of same before submitting to legal counsel;
    - ii. Prepare Board agendas with the assistance of the District Manager and legal counsel, and if necessary, instruct legal counsel to prepare memoranda which are necessary to hold closed session meetings, Board Resolutions, and other material pertinent to Board meetings as required;
    - iii. Serve as an alternate meeting, if able, upon the excused absence of a Committee member, and
    - iv. Invite legal counsel to attend Committee meetings, as desired.

8. Perform other duties as pertain to the office as prescribed by the Board.
  9. Appoint, with the concurrence of the Board, members of standing and ad hoc committees.
  10. Represent the Board at official functions and digital media platforms when necessary. Ensure that postings meet the requirement of the digital media policy, serves as a spokesperson for the Board regarding board actions, and keep the Board promptly informed of these occasions.
- b. Vice-Chair. In the absence or inability of the President to serve, the Vice- President shall perform the duties of the President, and shall perform other duties as are prescribed by the Board.
- c. Treasurer. The Treasurer or designee shall:
1. Keep, or cause to be kept, correct and accurate accounts of the properties and financial transactions of the District;
  2. In conjunction with the District Manager, present an annual budget to the Board;
  3. Cause an annual independent audit of the District to be performed in accordance with law; and
  4. Perform all duties incident to the office and such other duties as prescribed by the Board.
  5. Monitor the financial activities that result from the Agreements and ensure these are in compliance with such Agreements.
  6. Will act as board liaison with the oversight committee.
- d. Secretary. The Secretary or designee shall ensure:
1. That minutes of all meetings of the Board occur, and assure such minutes are filed in the official records of the District;
  2. That the official record of resolutions, actions and orders passed or adopted by the Board are maintained
  3. All correspondence, financial records and reports in the records of the District.
  4. Appropriate notices in accordance with these Bylaws or as required by law;
  5. Act as custodian of records of the District's records;
  6. Certify the official status, capacity and signature of directors, officers and employees;
  7. Assure the District Seal is affixed, when required by law, to documents executed on behalf of the District;
  8. Perform all duties incident to the office and such other duties as prescribed by the Board; and

9. Oversee all official and communications on media to ensure propriety and posts in accordance

## **Section 5. Powers.**

The powers of the District are set forth in the District Law and other applicable law. The powers of the District are vested in the Board, which may delegate one or more of its powers in its sole discretion. Specifically, the Board shall:

- a. Establish by Resolution substantive and procedural policies regarding the affairs of the District in accordance with the best interests of the communities served by the District.
- b. Monitor the activities of the District Manager (or other designee) as administrator of the District.
- c. Enter into contracts and agreements with respect to the affairs of the District, including contracts for management services and for other activities approved by the Board.
- d. Effectuate the purpose of the District to enhance the provision of quality healthcare in the communities served by the District by, among other efforts, working with public and private entities (including the provision of financial assistance where feasible).
- e. The District and Adventist Health Mendocino Coast shall collaborate to develop and agree proactively on a comprehensive community needs assessment and plan. Both parties will abide by the lease provisions as stated in Section 25.8 Restrictive Covenant.
- f. Exercise all other powers now or hereinafter set forth in and given to it by the District Law and other public agency laws applicable to the District.

## **Section 6. Meetings.**

- a. The board will be schedule meetings based on board need. The Board will meet at minimum once per quarter. All meetings of the Board and its committees shall be conducted in accordance with the Ralph M. Brown Act, Government Code section 54950, et seq. (the "Brown Act"), and any other applicable law or regulation. Regular meetings of the Board shall be held on the last Thursday of the month at 6:00 p.m. at the District's administrative office. November and December meetings will be held on the second Thursday of the month
- b. Meetings of the Board shall be open and public, except as allowed by law. Persons shall be permitted to attend any portion of a meeting, except a closed session.
- c. A quorum of the Board shall not discuss the business of the District directly, serially or through an intermediary, except at a properly noticed public meeting. A quorum of the Board may discuss the time, place and agenda for a meeting at any time. Two members of the Board (but not a standing committee) may discuss District business at any time.

## **Section 7. Compensation, Benefits and Expense**

- a. Members of the Board of Directors shall serve without compensation.
- b. Benefits. Directors are entitled to the following benefits on the same terms as other officers:
  1. A Flexible spending account funded by the district to be used towards health care costs.
  2. Expenses.
    - i. If previously approved by the Board, a Director shall receive actual, reasonable and necessary reimbursement for travel, meals, lodging, registration and similar expenses incurred on District business. The rate for reimbursement shall not exceed the rate published by the IRS for deduction from taxes. However, if the expenses are incurred in connection with a trade conference, the reimbursement rates shall not exceed the posted rates for the conference and if the posted rates are not available, the reimbursement rate shall be comparable to the IRS rates.
    - ii. Directors must be authorized in advance to incur expenses for District purposes, and shall submit a written request with supporting documents for reimbursement.
    - iii. During July of each year the District Manager shall prepare a list of amounts paid during the prior fiscal year to reimburse a director or employee for individual expenses of \$100.00 or more. To determine the value of an item, the total charges for the item for the day shall be considered. For example, several transportation bills each less than \$100.00, but totaling more than \$100, requires a report. During August of each year, each person receiving expense reimbursement shall review the list. The District Manager shall consider suggested corrections and post the final list at the District by September.

## **Section 8. Appointment of District Manager**

- a. The Board shall be solely responsible for selecting a District Manager, who shall be responsible for managing the District's operations, facilities, and property. The Board shall adopt a written statement setting forth the qualifications, authority, and duties of the District Manager. The Board shall set the District Manager compensation.
- b. The Board shall at least annually conduct a review of the performance and compensation of the District Manager
- c. The District Manager may recommend and shall implement policies adopted by the Board. The Board is not responsible for day-to-day management or operations of the District.
- d. The Board and individual Directors may question the District Manager with respect to the development and implementation of District policy. The Board, but not the individual Directors, may direct the District Manager with respect to the development and implementation of District policy.
- e. Individual Directors shall not direct employees in the performance of their duties.
- f. Any such direction shall be reported to the Board and District Manager



- g. The District Manager may discuss District business with Directors outside a public meeting, but the District Manager shall not communicate the views of Directors to one another, except at a Board meeting. The Board shall not discuss or act on the District Manager's recommendations, except at a public meeting.

### **Section 9. Duties of the District Manager**

The Board of Directors, unless otherwise stated, shall delegate to District Manager full charge and control of the affairs of the District consistent with the policies established by the Board. The District Manager shall work with the Board or any of its committees in a highly professional manner. The District Manager also shall:

- a. Present to, and upon Board approval, implement a District strategic plan.
- b. Develop and implement a plan, along with the appropriate budget and schedule, that will meet the state of California's seismic upgrade requirement
- c. Administer the Agreements.
- d. Serve as liaison between the Board and District employees.
- e. If an emergency arises and there is insufficient time to notify the Board, the District Manager may take appropriate and reasonable action otherwise within the Board's jurisdiction. The District Manager shall report such action to the Board as soon as possible.
- f. The District Manager shall hire, with the concurrence of the Board, other District officers as the District may require, each of whom shall perform such duties as the Board may determine from time-to-time. Officers shall serve at-will.
- g. The District Manager may engage professional consultants to provide specialized service with the approval of the Board.
- h. The District Manager may engage an engineer to assist in the planning and design of District facilities with the approval of the Board.

### **Section 10. Other Officers.**

- a. Other officers and employees shall assist the District Manager in the implementation of policy.
- b. Directors may discuss District business with officers. The officers shall, if possible, supply information requested by Directors in writing, and shall inform the District Manager when information is supplied.

### **Section 11. Employees.**

The District Manager shall serve as head of Human Resources. Directors are not encouraged to discuss District business with employees. If a Director inquires of an employee about District business, the employee shall respond to the Director and inform the District Manager

## **Section 12. Legal Counsel.**

- a. An attorney shall be retained by the Board to act as General Counsel. The Board may appoint special counsel. The Board will set the compensation of General Counsel and Special Counsel. General and Special Counsel serve at the pleasure of the Board.
- b. The General Counsel is directly accountable to the Board. General Counsel shall provide legal advice and services as requested by the Board, and shall work with the District Manager on the District's legal matters.
- c. General Counsel represents the District. General Counsel shall not represent individual directors, officers or employees, unless authorized in writing by the Board.
- d. General Counsel will recommend appointment of special counsel when conflicts arise or if necessary to deal with matters requiring specialized knowledge.

## **ARTICLE III. BOARD COMMITTEES**

### **Section 1. General**

- a. Committees of the Board shall be standing or ad hoc. The committee members shall be appointed by the President at the January regular Board meeting and as otherwise needed. The President's action shall be final unless a majority of directors object. Two directors shall be appointed to each committee, one of whom shall be the committee chair, and both of whom shall be voting members. Any director not appointed to a committee may serve as an alternate to that committee. Regular meetings of committees shall be set at the same time at which committee members are appointed.
- b. All committees shall be advisory to the Board, except as otherwise expressly specified by the Board.

### **Section 2. Standing Committees.**

- a. Standing committees are managed by the entire board.
- b. Every quarter at a board meeting there will be a planning and finance agenda item.
- c. Finance will be represented by the Treasurer and Planning will be represented by Vice-chair.

### **Section 3. Planning**

- a. Recommending and overseeing Human Resources policies and procedures;
- b. Reviewing and recommending employee compensation and benefits;
- c. Quality control and performance improvement; and
- d. Overseeing short- and long- term facility planning and maintenance

### **Section 4. Finance**

- a. Recommending and overseeing fiscal and business policies and procedures;
- b. Overseeing financial management and budgeting;
- c. Recommending and overseeing fiscal controls;
- d. Recommending and overseeing Investments;
- e. Overseeing internal audits and ensuring an annual independent audit; and

- f. Reviewing and presenting to the Board financial statements and reports. Monitoring the financial activities that arise from the Agreements to ensure compliance with the terms and conditions of such Agreement.
- g. The Treasurer and one other board member will review the spending of the Measure C funds

**Section 5. Ad Hoc Committees.**

Ad hoc committees, including not more than two directors, may be established by the President, subject to approval of the Board, for defined tasks of a limited duration (for instance, not to exceed six months). An ad hoc committee shall only perform those duties assigned by the President, and upon their completion be discharged. The President, in consultation with the Board, shall determine the members of the committee.

**ARTICLE IV. MISCELLANEOUS**

**Section 1. Review of Bylaws.**

At least annually the Board shall review these Bylaws and the Policy Manual to ensure they comply with the District Law and all other applicable federal and state laws and regulations in keeping with the functions of the Board.

**Section 2. Amendment of Bylaws.**

These Bylaws may be amended by a majority of the Board at a duly noticed Board meeting, provided a full statement of each proposed amendment has been sent to each director along with the meeting agenda and packet.

**Section 3. Indemnification.**

- a. Civil proceedings. The District shall, to the full extent of the law, defend and indemnify each of its employees against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any civil claim arising out of the scope of his or her employment for the District. For purposes of this section, the term "employee" shall have the same meaning set for in Government Code section 810.2, or any successor statute thereof, and includes without limitation any person who was or is a director, officer, employee or servant of the District.
- b. Criminal and administrative proceedings. The District may but is not obligated to defend and indemnify its employees (as defined above). If an employee seeks defense and indemnification in any such proceeding, he or she shall submit a written request to the Board, which shall conduct a review of the request in accordance with Government Code sections 995.6 and 995.8, or any successor statutes.

## CERTIFICATION OF THE SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Secretary of Mendocino Coast Healthcare District; and
2. That the foregoing Bylaws comprised of twelve (12) pages constitute the Bylaws, as amended, of the District as duly adopted at a meeting of the Board of Directors thereof duly held on the \_\_\_\_\_ day in the month of \_\_\_\_\_, 2022.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this day  
\_\_\_\_\_, 2022

\_\_\_\_\_

Mendocino Coast Healthcare District

## REPORT: BYLAWS AD HOC COMMITTEE (UPDATED)

Here is an updated general review of changes suggested by the ad hoc committee for discussion purposes.

- ✓ ~~In all places, replace "Director" with "Trustee" as suggested by the previous Board~~
- ✓ Change number and availability of copies of the Bylaws (Art 1 Sect 5)
- Research further to amend "Assuming Office" to reflect actual practice and timeline (Art 2 Sect 2)
- Pending research on "Assuming Office", change when officers are elected to reflect current election timelines (Art 2 Sect 4)
- ✓ Inclusion of authorization of the Treasurer voted at our recent meeting into Art 2 Sect 4-c
- ✓ Addition of language pertaining to maintenance of digital recordings of meetings in the duties of the Secretary (Art 2 Sect 4-d)
- ✓ Clarification of stakeholders that should be included in developing a strategic healthcare plan (Art 2 Sect 5-f)
  
- Establishment of an annual calendar of meetings in lieu of specific bylaws requirements (Art 2 Sect 6-a)
- Establishment of our fiscal year (Art 2 Sect 6-a)
- Consolidation of language per Board member reimbursement for expenses (Art 2 Sect 7)
- Elimination of language referring to a "District Manager" & replace with "Office manager" where appropriate (Art 2 Sect 8-11)
- Addition of language to clarify Board member access to legal services (Art 2 Sect 12-e)
- Clarification of purpose and duties of Standing Committee (Art 3 Sect 2)
- Numerous edits to capitalization, misc changes in sentence structure to provide clarity, and reordering of topics to be more readable.
- Re-numbering will probably be needed in a final clean draft TBD,

### KEY:

- To be discussed
- ✓ Concept agreed. Exact language to be presented and approved at a later meeting.
- Further research needed

**T**

**A**

**B**

**6**

## Lee Finney – Request for Travel Reimbursement

What: Adventist Health North Coast Network Community Board Strategy Retreat

Where: Vintner's Resort, Santa Rosa

When: Sunday, April 30, 2023, 10:00 AM – 5:00 PM

Expenses: April 29, 2023, at Hilton Garden Inn Sonoma County Airport (less expensive than the Vintner's Resort), mileage per current IRS rate.

Why: I have been recently appointed to the Adventist Health Mendocino Coast Community Board as the MCHCD representative. This is a regional strategy retreat. I plan to drive to Santa Rosa the day before and return after the retreat ends on April 30, 2023.