

**BOARD OF DIRECTORS
Meeting Minutes
December 4, 2023**

The recording of this meeting can be found linked [here](#). These meeting minutes show the time of specific agenda items. Fast forward the recording to the item of interest to hear detailed discussion.

The Board of Directors of Grossmont Healthcare District held a regular meeting on Monday, December 4, 2023 (originally scheduled for December 5, 2023), at 5:00 p.m. via teleconference and in person. Members of the public were able to participate by telephone, Zoom, or at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa Street, La Mesa, California. For purposes of these minutes, the listed items are reflected in the order set forth on the posted Agenda. In some cases, discussion of items may have taken place out of sequence during the meeting. Mis-labeled items on the agenda have been corrected in these minutes.

Directors Present: Gloria Chadwick, RN, Board President
Robert “Bob” Ayres, Board Vice President
Virginia Hall, RN, Board Secretary
Michael Emerson, RDO, Board Treasurer
Randy Lenac, Board Member

Staff Present: Christian Wallis, Chief Executive Officer
Tom Scaglione, Chief Administrative Officer
Amy Abrams, Chief Community Health Officer
Holland Kessinger, Head Librarian
Jeffrey Scott, General Counsel

Guests: Adam Wilson, LAFCO
Carolanne Leromnimon, LAFCO
Inaam Ottersbach, Sprites of East County
Tara Michener, Burn Institute

A. Call to Order

The meeting was called to order at approximately 5:00 p.m. by President Gloria Chadwick.

B. Pledge of Allegiance

Director Robert “Bob” Ayres led the pledge.

C. Approval of Agenda

Motion was made by Director Hall, seconded by Director Emerson, and unanimously carried (5-0), to approve the agenda.

D. Public Comment

There was no public comment.

E. Consent Action Items *(00:04:40)*

1. Meeting Minutes of November 7, 2023
2. Meeting Minutes of November 21, 2023

Motion was made by Director Hall, seconded by Director Emerson, and unanimously carried (5-0), to approve the meeting minutes of both November 7, 2023 and November 21, 2021.

F. Reports/Presentations/Discussion/Possible Action Items

1. Reports *(00:2:20)*

a) CEO Report – Christian Wallis

District CEO Wallis gave a report, which included the following:

- Library Artist meet and greet is happening December 6, 2023 at 6pm. Students from the Grossmont College Art Department and the Dean and President of the College will be in attendance.
- A Letter of Support to the Board of Supervisors regarding delaying the start date of SB-43 (emergency department patient increase for severely disabled) was sent with the approval of the GLLR committee.

b) Presentation: San Diego County Local Agency Formation Commission (LAFCO) Introduction to the Municipal Service Review – Adam Wilson, LAFCO Consultant

Mr. Wilson, LAFCO Consultant, and Carolanne Leromnimon, LAFCO Analyst II, presented the Board with a Municipal Service Review (MSR) Overview. This overview included a LAFCO background, a MSR breakdown, and timeline/process. The timeline/process involves seven steps and they are

currently at step two (data gathering). They hope to be complete with the review by the end of the fiscal year, however, after realizing how complex it is, the completion date will most likely be extended. This review will help the District with the possibility of expanding its borders. In the coming weeks, LAFCO will be scheduling a meeting in order to better understand the District and its structure, strategies, and partnerships. LAFCO answered all questions the Board had.

2. Community Grants and Sponsorships Committee – Director Emerson (11/29/23)
(00:28:20)

Director Emerson reported that the Committee met on November 29, 2023 and that the minutes will stand as his written report. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website). Director Emerson thanked District staff and his Committee member, Director Hall, for their diligent work throughout the 2023 year.

a) FY23-24 Monthly Grant and Sponsorship Tracking Report

Director Emerson briefly discussed the Grants and Sponsorships Tracking Report (which shows there is \$221,005 remaining for grants and sponsorships).

b) Consideration of Grant Requests

Recommended for funding:

- i. Burn Institute: Fire Prevention and Education Programming and Burn Survivor Services for East County GHD Residents - \$34,000
(FY22-23 \$34,000) **Recommendation: \$34,000**

Tara Michener with Burn Institute appeared via Zoom to thank the Board for the grant award and for its continued support.

- ii. Center for Community Solutions: Trauma Informed Services for East County Survivors - \$50,000 *(FY22-23 \$25,000)* **Recommendation: \$25,000**
- iii. Developmental Services Continuum: Helix Home Health and Safety Accessibility Project - \$25,000 *(FY22-23 \$25,000)*
Recommendation: \$25,000

Motion was made by Director Emerson, seconded by Director Hall, and unanimously carried (5-0), to approve the grant funding for the below nonprofits:

- Burn Institute: Fire Prevention and Education Programming and Burn Survivor Services for East County GHD Residents - \$34,000
- Center for Community Solutions: Trauma Informed Services for East County Survivors - \$25,000
- Developmental Services Continuum: Helix Home Health and Safety Accessibility Project - \$25,000

Not recommended for funding:

- iv. Neighborhood Healthcare: Senior Peer Promotora Program - \$43,338
(FY19-20 COVID Grant \$25,000)

Deferred - the Committee deferred consideration of the following request to a subsequent meeting:

- v. Jacobs & Cushman San Diego Food Bank: Fresh Produce for those in Need; East County Neighborhood Distribution Support - \$20,000
(FY22-23 \$20,000)

c) Consideration of Sponsorship Requests

Recommended for funding:

- i. Christie's Place: "A Woman's Voice" Conference - \$5,000 (No prior funding)
Recommendation: \$5,000
- ii. East County Chamber of Commerce: 2024 East County Chamber Health Fair Saturday - \$7,500 (No FY22-23 Sponsorship) **Recommendation: \$7,500**
- iii. Sprites of East County: "Annual Fundraiser Gala 2024" - \$7,500
(No prior funding) **Recommendation: \$2,500**

Inaam Ottersbach, 2nd Vice President with Sprites of East County, briefly spoke to thank the Board for the award. Her husband is a physician at Sharp Grossmont Hospital and she sits on the Sharp Grossmont Gala Committee.

Motion was made by Director Emerson, seconded by Director Hall, and unanimously carried (5-0), to approve the sponsorship funding for the below nonprofits:

- Christie’s Place: “A Woman’s Voice” Conference - \$5,000
- East County Chamber of Commerce: 2024 East County Chamber Health Fair Saturday - \$7,500
- Sprites of East County: “Annual Fundraiser Gala 2024” - \$2,500

3. Finance Committee – Director Lenac (11/8/23) *(00:36:30)*

Director Lenac reported that the Committee met on November 8, 2023. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

- a) Recommendation: Revised Public Salary Schedule to Include Human Resources Technical Advisor

Director Lenac and CAO Scaglione explained to the full Board the reasoning behind the annual salary amount stated on the Public Salary Schedule, which is just a requirement to show for “annual” salary. However, the Technical Advisor will only be working part-time and on an hourly basis, so the actual pay will be much less.

Motion was made by Director Lenac, seconded by Director Emerson, and unanimously carried (5-0), to approve the Revised Public Salary Schedule to include the Human Resources Technical Advisor.

4. Library Operations Committee – Director Chadwick (11/20/23) *(00:41:45)*

Director Chadwick reported that the Committee met on November 20, 2023. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

- a) Presentation: Library Quarterly Report (Holland Kessinger, Head Librarian)

Ms. Kessinger gave her Library quarterly report for the period of July through September 2023. She highlighted topics such as number of visitors and cardholders, print circulation, digital checkouts, National Night Out, Summer Reading Program at the Rancho San Diego Library, Westmont’s Health & Wellness Fair, San Diego County Library tours, Mary Manusos “Meet & Greet the Artist,” Better Brain Health lecture event, Library e-mail newsletter, Wellness Wednesday, Knit & Crochet, Smart Recovery, caregiver and memory screenings with Sharp, Sharp Patient Education Folders, new books added, new community information area, Narcan and fire safety training, and two new Library assistants.

- b) Presentation: Mobile Library Updated Proposal (Holland Kessinger, Head Librarian)

Ms. Kessinger gave a more detailed presentation regarding the Mobile Library, which has been approved to place within this fiscal year's budget. Presentation included east county data from the Community Needs Index and Healthy Places Index, information on Health Fairs v. Mobile Library outreach, amount of current Library cardholders within the District by zip code, potential site visit ideas, the guidelines, operational and daily procedures for the Mobile Library. The vehicle for the Mobile Library was discussed and the potential charging stations. Ms. Kessinger spoke of the comparisons between electric, gas, and hybrid vehicles, as well as the evaluation process of the program, and the possibility of using the vehicle for other things such as vaccines.

- c) Recommendation: Mobile Library Vehicle and Full-Time Library Outreach Assistant Position

Motion was made by Director Chadwick, seconded by Director Lenac, and unanimously carried (5-0), to approve the full-time Library Outreach Assistant position, as well as the purchase of the 2023 Chrysler Pacifica Hybrid.

5. Policies & Procedures Committee – Director Ayres (12/1/23) *(01:32:00)*

Director Ayres reported that the Committee met on December 1, 2023. Attendees and discussion are listed in the Committee minutes (which are linked from the Board agenda to the District website).

- a) Recommendation: General Counsel Evaluation

Director Ayres gave a brief overview of the General Counsel Evaluation, which is a new form of evaluation, to be used on a yearly basis, by each of the Board members, and returned to the Leadership & Evaluation Committee, which will then be discussed under closed session.

- b) Recommendation: Review, Approval, and Adoption of Suggested Redline Changes to Policy Manual BOD-02 (Responsibilities & Duties of Committees)

Due to the implementation of the General Counsel Evaluation, changes need to be made to Policy Manual BOD-02. The current policy will need to be amended to reflect the following:

- BOD-02, Page 2: The paragraph regarding the Joint Strategic Plan/Risk Management Committee should be eliminated in its entirety, due to this verbiage being addressed within the Tier II Committees
- The word “legal” should be stricken (paragraph 7 on page 2) and it should read “Joint Strategic Plan & Risk Management Committee,” so that it is consistent with its proper committee identification.
- The proper date/time of the Board meetings may also need to be addressed, dependent upon the decision made by the Board in February 2024. Currently, the date and time needs to reflect the Tuesday and Thursday Board meetings at 5:00 p.m.

Director Lenac suggested the below additional form changes:

- Page 1 – very top: “Position” should read “General Counsel”
- First paragraph, Page 1: Change the term “body” to “board.” After the end of the first paragraph, include “The Leadership & Evaluation Committee, along with the Chief Executive Officer, will sit down and advise the General Counsel on the outcome of the collective results.”
- On page 3 under “Planning”: Change to read “... plans to address long-term legal trends. Anticipates and analyzes problems to develop legal issues.”
- On page 3 under “Legal Representation/Counsel”: Change to read “... to assist with preparation of resolutions, contracts, and all legal matters.”

With the above changes made, motion was made by Director Ayres, seconded by Director Hall, and unanimously carried (5-0), to approve the General Counsel Evaluation form and the changes to the Policy Manual BOD-02.

6. Board Reorganization – Election of Officers *(01:44:20)*

President Chadwick opened the floor for nominations for each of the respective offices: President, Vice President, and Secretary.

Motion was made by Director Ayres, seconded by Director Lenac, to nominate Director Chadwick as President. With no further nominations, the motion unanimously carried (5-0) to elect Director Chadwick as President.

Motion was made by Director Chadwick, seconded by Director Lenac, to nominate Director Ayres as Vice-President. With no further nominations, the motion unanimously carried (5-0) to elect Director Ayres as Vice-President.

Motion was made by Director Chadwick, seconded by Director Ayres, to nominate Director Hall as Secretary. With no further nominations, the motion unanimously carried (5-0) to elect Director Hall as Secretary.

Ultimately, the appointment of Board Treasurer was assigned to Director Emerson. Christian Wallis, Chief Executive Officer, will remain the Assistant Secretary, and Tom Scaglione, Chief Administrative, as Assistant Treasurer.

The following items include written documentation. Committee reports may stand as written, unless a verbal report is requested by the Board.

7. Facilities Committee – Director Hall (11/15/23)
8. Public Relations & Outreach Committee – Director Emerson (11/22/23)
9. Joint Strategic Plan/Risk Management Committee – Director Ayres (11/28/23)

G. Board Member Comments/Reports

1. Monthly Stipend Report for Meetings Attended – This report includes meetings from the prior month. Board Members are invited to provide brief reports on any community meetings, conferences, and/or trainings attended for which a stipend was paid, or for any other meetings of significance.

2. Board and CEO Comments

There were none.

H. Information Items

1. 2023 Committee Assignments
2. Monthly Grant and Sponsorship Report for October 2023
3. Monthly Financial Report for October 2023

I. Next Regularly Scheduled Meeting(s):

1. Thursday, December 21, 2023, 5:00 p.m. *(Cancelled)*
2. Tuesday, January 2, 2024, 5:00 p.m.

J. Adjournment

There being no further business, **on motion duly made, seconded, and unanimously carried, the Board adjourned at approximately 6:50 p.m.**

Respectfully submitted,

Gloria Chadwick, RN, President, Board of Directors

ATTEST:

Virginia Hall, RN, Secretary, Board of Directors