

**Redbud Health Care District  
Regular Meeting Board of Directors  
July 28, 2020  
9:30 a.m.**

**Bill Diener, 1<sup>st</sup> Vice President called the Telephonic – Virtual and In-Person Meeting to order at 9:30 am.**

**Present: Bill Diener, Sue Burton, Sandy Richards, Jim Scholz.**

**Absent: Lamont Kucer.**

**Flag Salute: Sue Burton led the Board in the Flag Salute.**

**Adoption of the Agenda**

Conrad Colbrandt, General Manager, stated that there were no requests for additions or deletions from the Agenda.

**Citizen Input:** None

**MOTION**, by Sue Burton to adopt the Agenda as presented. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Approval of the Minutes of the Regular Board Meeting held June 23, 2020.**

**Citizen Input:** None

**MOTION**, by Jim Scholz to approve the minutes from the Regular Board Meeting, June 23, 2020. Seconded by Sandy Richards. Motion carried 4-0-1 absent.

**Public Comment:** None.

**Discuss and Consider RFA 2020-0002 Elder Day Services of Lake County, CA Inc. – Report.**

Ms. Melissa Fanning, Board Member and accountant presented to the Board.

Ms. Fanning stated that due to COVID-19 Dr. Gary Pace, Lake County Health Officer, shut down the program as he believes that social distancing and mask wearing would be unachievable with the population that the program serves. At the time of closing the program had 12 clients attending regularly. The program is licensed for a maximum of 15 clients.

The program hopes to reopen in January 2021 if possible. Elder Day Services of Lake County, CA Inc. returned \$1,891.94 in unused grant funds back to the District.

**Citizen Input:** None.

**MOTION**, by Jim Scholz to accept the report as provided for RFA 2020-0002 Elder Day Services of Lake County, CA Inc and the return of \$1,891.94 of unused grant funds. Seconded by Sue Burton. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2020-0001- Hospice Services of Lake County - Report.**

Ms. Janine Smith-Citron, Director of Development and Ms. Kathleen Bradley, Director of Bereavement, presented to the Board.

Ms. Smith-Citron and Ms. Bradley explained to the Board that with COVID-19 restrictions, modifications were made to their programs to be able to provide services via telephone and internet chats with individual youth and in groups. Not all in-person day camps were able to be provided and the Program is returning \$1,568.00 in unused grant funds back to the District.

**Citizen Input:** Ms. Ruth Lincoln, Executive Director of Lake County Hospice services joined by telephone in thanking the District for its' support of their programs with District youth.

**MOTION**, by Sue Burton to approve RFA 2020-0001 Hospice Services of Lake County, CA Inc. Report and the return of \$1,568.00 of unused grant funds. Seconded by Sandy Richards. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2021-0005- Hospice Services of Lake County - Request.**

Ms. Janine Smith-Citron, Director of Development and Ms. Kathleen Bradley, Director of Bereavement, presented to the Board.

Ms. Smith -Citron and Ms. Bradley explained to the Board that in meeting with Dr. Gary Pace, Lake County Public Health Officer relating to COVID-19 restrictions, modifications can be made to their programs to be able to provide Day Camps if social distancing is maintained, with no overnight stays, and food must be pre-prepared in boxes and not onsite. Other school-based services via telephone and internet chats with individual youth and in groups will continue to be provided.

**Citizen Input:** None.

**MOTION**, by Sandy Richards to approve RFA 2020-0005 Hospice Services of Lake County, CA Inc. Request in the amount of \$25,000.00. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2020-0016 – Live Oak Seniors, Inc. - Report.**

Mr. Dan Hobbs, Executive Director, presented to the Board.

Mr. Hobbs, reviewed with the Board the previously provided financials, including reports on fundraisers, major donors, meals served, donations received and an explanation on how the center is coping while under COVID-19 restrictions and requirements.

**Citizen Input:** None.

**MOTION**, by Sue Burton to accept the report as provided for RFA 2020-0016 Live Oak Seniors, Inc. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2021-0004 – Live Oak Seniors, Inc. - Request.**

Mr. Dan Hobbs, Executive Director, presented to the Board.

Mr. Hobbs continued that the demand for Meals on Wheels has greatly increased while seniors are on lock-down and afraid to leave their homes, as an at-risk population. He continued to share that cost cutting and providing more meals is the top priority for the Center. As most of the volunteers at the center are seniors the kitchen staff and management are working hard while under COVID-19 restrictions and requirements. Live oak requested a 25% increase in funding over their 2020 request.



**Citizen Input:** Jim Burton cautioned the Board to not increase funding and watch its' own financials as well, during these uncertain times.

**MOTION**, by Sandy Richards to fund RFA 2021-0004 Live Oak Seniors, Inc. in the amount of \$30,000.00. Seconded by Sue Burton. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2021-0002 – Highlands Senior Service Center, Inc. - Request.**

Ms. Overton, Executive Director presented to the Board

Ms. Overton explained that due to COVID-19 they have had a tremendous request for Meals on Wheels while receiving only \$0.25 average donation per meal. The meals cost approximately \$8.06 and the HSSI is seeking additional funding to make up for the shortfall. The Center requested a 55% increase over the previous year grant funding.

Several Fundraisers have been cancelled due to State and Local Health Orders, which do not allow for gatherings and require social distancing.

**Citizen Input:** None.

**MOTION**, by Sandy Richards to fund RFA 2021-0002 in the amount of \$40,000.00. Seconded by Sue Burton. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2020-0009 Lake County Office of Education – Healthy Start Program- Report.**

Mr. Bock Falkenberg, Lake County Superintendent of Schools and Ms. Ana Santana, Program Manager presented to the Board.

Mr. Falkenberg stated that due to COVID-19 most schools in the County will be using a distance learning model as schools re-open this summer and fall.

Ms. Santana shared with the Board how Healthy Start staff has stepped up to help families with internet, computer and printer setup, logins, email setup, etc. as underserved families and their children become online literate. In addition, staff has helped families acquire food, as well as pick up and drop off homework assignments.

Healthy Start staff continue to provide transportation for students to attend medical and dental appointments and help with communication challenges with healthcare providers and school officials for those who have English as a second language.

A student who receives services shared with the Board that for two years in a row he has been lifted up to become student of the year. He credits Healthy Start for providing his family with food, homework packets, providing transportation to his medical and dental appointments, and even a dumpster to help the family create a healthy living environment.

**Citizen Input:** None.

**MOTION**, by Sandy Richards to accept the report as presented for RFA 2020-0009. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Discuss and Consider RFA 2021-0003 Lake County Office of Education – Healthy Start Program- Request.**

Mr. Bock Falkenberg, Lake County Superintendent of Schools and Ms. Ana Santana, Program Manager presented to the Board.

Mr. Falkenberg stated that due to COVID-19 our local schools are facing challenges as new rules and safety measures coming down from the state are confusing and best practices are constantly changing.

Ms. Santana shared with the Board how Healthy Start staff plans to continue to provide student support services as outlined in their report above, in the Konocti Unified School District as well as the Middletown Unified School District.

The services provided will include: Healthcare Support, Family Functioning Support, Basic Needs Support, School-related Support, Case Management, and Collaboration with other partners and outside agencies.

**Citizen Input:** None.

**MOTION**, by Sandy Richards to fund RFA 2021-0003-LCOE Healthy Start in the amount of \$95,000.00 for the first half of the fiscal year. In the event that Healthy Start seeks to obtain grant funding for the second half of the fiscal year, in addition to their usual reporting, LCOE Healthy Start must show a concerted effort to replace RHCD grant funding with other funding sources and provide a list of grant and other funding requests for review. These funding sources must be in addition to the “usual” LCOE – Healthy Start regular funding sources as outlined in their RFA 2020-0009 report. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Discuss and Consider 2020 Audit Engagement Letter from Fechter and Company CPS's.**

Conrad Colbrandt, General Manager, reviewed the Engagement Letter with the Board and noted there is no increase in cost from the previous year.

In the event the Board accepts and approves the Engagement Letter, the onsite audit date has been tentatively scheduled for October 26, 2020.

**Citizen Input:** None.

**MOTION**, by Sue Burton to accept, approve and execute the Fechter and Co, CPA's Engagement Letter as submitted. Seconded by Sandy Richards. Motion carried 4-0-1 absent.

**Review Discuss and Consider June 2020 Financial as prepared by Marlene Wentz, EA and Associates, and June 2020 In-House Financials.**

The Board Reviewed, Discussed and Considered the Financials as outlined above.

**Citizen Input:** None

**MOTION**, by Sandy Richrds, to accept the financials as prepared and submitted. Seconded by Jim Scholz. Motion carried 4-0-1 absent.

**Update from Conrad Colbrandt, General Manager.**

1. Conrad noted for the Board that the 3<sup>rd</sup> tax revenue check from the County of Lake has not been received as yet. Upon receipt Conrad will begin a draft 2021 FY Budget.



2. Conrad informed the Board that Adventist Health Hospital Clearlake has tendered offers to purchase vacant lots near the Hilltop Building. If accepted the lots will become parking lots for providers and staff, opening up additional parking for patients and building visitors.

**Citizen Input:** None.

**Board Discussion:** Conrad Colbrandt discussed with the Board conversations that he has been having with David Santos relating to the District's current office space. The building in which the hospital currently provides space to the District has been approved by the State and Federal Governments as Rural Health Clinic space, and as such is a prime location for health care provider services. Conrad will advise the Board and keep them informed as to potential new locations for the District as locations are presented.

**Citizen Input:** None.

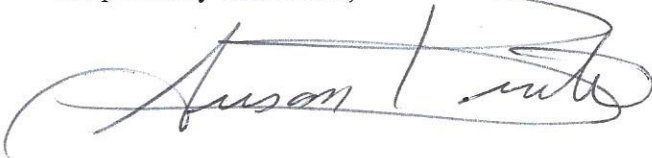
**Next Meeting:** Regular Board Meeting – August 25, 2020, at 9:30 am.

**Adjournment:** The Chair entertained a motion to adjourn the meeting.

**Citizen Input:** None.

**MOTION**, by Jim Scholz to adjourn the meeting at 11:50 am. Seconded by Sandy Richards. Motion carried 4-0-1 absent.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Burton". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Susan Burton, Secretary, Board Member