

**Cloverdale Health Care District  
Meeting Minutes-January 8, 2024**

Roll Call: Eric Polan, District Operations, Tom Hinrichs, board members Secretary Hanchett, Member Delsid and Treasurer DeMartini were present. Vice President Winter was present via a telephone link. President Martin was not present. Quorum met.

Meeting called to order at 7:02 p.m. by Member Delsid. The agenda was unanimously approved after adding AVH Director of Development, Kirsten Tellez to the agenda and moving all items after the Staff Report down. There were no public comments.

**Election of Officers:** Effective with the February, 2024 meeting, Jim DeMartini is President; Al Delsid is Vice-President; Harry Martin is Treasurer; Hanchett remains in her role as Secretary and Mary Jo Winter will be a member as she will be leaving the board in 2024.

**Minutes from November meeting-**There was no meeting in December. The minutes were reviewed and approved with a unanimous vote by those members present after a motion by DeMartini and a second by Delsid.

**Financial Statement, December, 2023-** The past couple of months have seen increased transports and reimbursements coming in. As a result, revenues were up. Wittman is currently able to finally deposit payments into our Exchange Bank account without the delays that were experienced initially. Treasurer DeMartini asked to have the "Land" category on the Balance Sheet moved into the "Building and Improvements" category. Tom will implement that change.

**Alexander Valley Healthcare (AVH) presentation:** Kirsten Tellez, Director of Development, was invited to provide a follow-up to a meeting held several months ago where the district was asked to provide support for a \$10 Million grant to build out and offer services and programs for a community resilience center serving Cloverdale. No financial support was asked for and AVH has already partnered with the Citrus Fair, CERT and the city, among other groups to support this effort. The grant has been submitted and AVH is awaiting word as to whether their application will move forward. Board members discussed possibly having a seat on the Community Resilience Advisory Board for the project, once approved and underway.

**Staff Report:** The past several months have gone well. The back-up ambulance required extensive maintenance, which was completed in December. One EMT is out after an accident and is not expected to return for 6-8 weeks. All personnel have stepped up to cover the shifts. Call volume increased over last month with 22 additional transports. Payroll will spike a bit as full-time staff is picking up some of the open shifts. The QRV is doing well and was asked to respond to calls in Healdsburg, as appropriate. A casino call was also responded to. The new cardiac monitors may not arrive until the April/May timeframe but we have both working loaners.

**Changes to Accounts Payable Process:** Paychex, the district's payroll company, will now process payments for Accounts Payable. A PDF spreadsheet will list the checks being written and approval will still require two signatures. On-line banking is being established at Exchange Bank. One of the time-saving features will be an ACH process versus the wire transfer process currently in place for PP-GEMT and the IGT programs.

**Update PP-GEMT and IGT Program:** There will be five wirings for 2024 for the reimbursement programs. They will be done via ACH as the state prefers ACH to a wire transfer.

**Resignation- Board member Mary Jo Winter:** One preliminary "possible" name was brought forward. Tom reached out to a member of the community who was interested but currently not available. Board members were encouraged to reach out their contacts.

**From Members:** No discussion items were brought up.

**Meeting adjourned at 7:53 p.m.** until the Feb. 12, 2024 meeting.

Respectfully submitted,  
Neena Hanchett, Secretary