

MINUTES OF MEETING OF KINGSBURG TRI-COUNTY HEALTH CARE DISTRICT BOARD OF DIRECTORS

Date: March 13, 2019
Time: 4:00 p.m.
Place: Kingsburg City Council Chambers
1401 Draper Street
Kingsburg, CA 93631

Members Present:

Arlie Rogers, Chairman
Lejf Knutson, Vice-Chairman
Lori Sanders, Secretary
Member Tiffany Dix, Treasurer

Members Absent:

Gary Nelson, Member

Also Present:

Moses Diaz, Attorney
Shereme Watson, Administrative Clerk, Deputy Secretary

Item #1: Call to Order and Roll Call

The meeting was called to order by Chairman Rogers at 4:05 p.m. Members Rogers, Sanders, and Knutson were present. Member Dix was running late and arrived at 4:10 p.m. Member Nelson was absent. There was a quorum to conduct business.

Item #2: Public Comment

Abigail Palsgaard, Kingsburg City Clerk, shared information on the City Clerks Association of California (CCAC). She suggested the board consider enrolling our administrative clerk in this organization as it provides a wealth of information essential to clerks of government agencies. Member Knutson asked to have this added to the April 2019 agenda for more in-depth discussion.

Items #3 and 4: Approval of Consent Calendar

Lejf Knutson made a motion to approve all items on the Consent Calendar. Second by Lori Sanders.

Ayes: Rogers, Sanders, Dix, Knutson
Noes: None
Absent: Nelson
Abstain: None

Item # 5: Presentation by Michael Duarte with the Fresno Housing Authority on proposed Kingsburg Housing Authority project

Mr. Michael Duarte showed an informational power point presentation on the proposed senior housing project to be built at the corner of Sierra Street and Madsen Avenue in Kingsburg. This project will consist of 47 units, with 46 being age restricted to seniors ages 62+. He showed interest in the district possibly helping to fund construction of the Community Space, which will be located alongside Sierra Street. This multipurpose facility can be used for health and wellness activities for residents of both the facility and the community. Ms. Yvette Quiroga, program manager for Fresno County Affordable Housing, also shared her excitement for this project.

Item #6: Approval of updated Bylaws and Financial Policies and Procedures

Lejf Knutson made a motion to accept both polices as presented. Second by Tiffany Dix.

Ayes: Rogers, Knutson, Sanders, Dix

Noes: None

Absent: Nelson

Abstain: None

Item #7: Report on resident status and calls for service at Crestwood facility

Member Sanders had requested Shereme Watson reach out to the Kingsburg Police Department for a list of calls for service at Crestwood. Call log was discussed among board members.

Item #8: Update report on school site medical clinics

Tabled until April 2019 meeting.

Item #9: Review and consider approval of employee regulation handbook

Lori Sanders made a motion to accept the handbook as presented. Second by Lejf Knutson. Member Sanders will work with Sandra Helm's office to arrange payroll services.

Ayes: Rogers, Knutson, Sanders, Dix

Noes: None

Absent: Nelson

Abstain: None

Item #10: Review and consider approval of administrative clerk job description

Tiffany Dix made a motion to accept the job description, with a spelling correction. Second by Lejf Knutson.

Ayes: Rogers, Knutson, Sanders, Dix
Noes: None
Absent: Nelson
Abstain: None

Item #11: Approval of destruction of files on Records Destruction Spreadsheet

Tabled until April 2019 meeting.

Item #12: Board member reports, updates and items of interest

Chairman Rogers informed the board that bids for equipment the board agreed to fund at Athwal Park will go out at the end of March.

Item #13: Staff and/or consultant reports and updates

Shereme Watson reported that grant letters had been sent to each organization on the nonprofit spreadsheet she prepared. She also reported only two grant applications have been received as of this meeting date.

She provided the following number of visits to the After Hours Urgent Health Care Clinic:

March 4	0	March 8	0
March 5	4	March 9	8
March 6	4	March 11	3
March 7	2	March 12	13

Member Knutson advised the board to request updated proof of insurance from Crestwood. Shereme Watson will reach out to obtain this.

Item #14: Adjournment

The meeting was adjourned at 5:15 p.m. The next regularly scheduled meeting will be held April 10, 2019 at 4:00 p.m.

Respectfully submitted,

Lori Sanders, Secretary