



119 Adkisson Way Taft, CA 93268 (661) 765- 7234

AGENDA

Board Meeting

Thursday, May 18, 2017, at 4:00 pm

1. **Call to Order/Pledge of Allegiance**
2. **Public Input**

This is the time for public comment. Members of the public may be heard on any item on the agenda. A person addressing the Board will be limited to five minutes unless the Chairperson grants a longer period of time. Comments by members of the public on an item on the agenda will only be allowed during consideration of the item by the Board. When the item is called, please raise your hand or stand if you desire to address the Board.

Members of the public may also, at this time only, address the Board on any non-agenda items, your comments will be limited to five minutes. You should raise your hand or stand at this time. Although Board Members may ask questions for clarification, the Board will not debate issues with the speaker. Non-emergency items may be rescheduled for a discussion at a later date. Please note, the Board may take action on non-agenda items only in emergency circumstances.

After comments, the public is allowed to remain and listen or may leave at any time.

AMERICANS WITH DISABILITIES ACT (Government Code Section 54943.2) The West Side Health Care District is accessible to persons with disabilities. Disabled individuals who need special assistance to attend or participate in a meeting of the West Side Health Care District may request assistance at 119 Adkisson Way Taft, California or by calling (661) 765-7234. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting material available in alternative formats. Requests for assistance should be made five (5) working days in advance of a meeting whenever possible.
3. **Approval of Minutes**
 - A. Board Meeting - Thursday, April 27, 2017
 - B. Facilities Committee Meeting - Monday, May 15, 2017
4. **Financial Review**
 - A. Review April 2017 Financial Report; Accept and File for Audit
 - B. Approval of the Finance Committee Meeting Minutes, Monday, May 15, 2017
5. **Confirm Board Member Attendance, Association of California Healthcare District Annual Meeting, San Diego, September 12 - 14, 2017**
6. **Review/Approve Association of California Healthcare Districts Bylaws as Revised and Amended, Authorize Executive Director, Gerald Starr to Sign Approved Bylaws**
7. **Annual Review of West Side Family Health Care Policy and Procedures**
8. **Review/Discuss Quality Improvement Minutes, Dr. Lee**
9. **Discuss/Approve Additional Expenses for Redesign and Development Phase of New Building Project**
10. **Discuss Notice of USDA Pre Application Approval and Set Date for Public Meeting**
11. **Discuss/Approve Recommendations from the Finance Committee the Current Clinic Remodel Project**

12. **Administrative Update**
 - A. **District Activities and Operation Log**
13. **Board Committee Reports**
 - A. **Finance Committee**
Eric Cooper or Ginny Miller
 - B. **Facilities Committee**
Eric Cooper or Darren Walrath
 - C. **Community Outreach**
Jan Ashley or Darren Walrath
Relay for Life, Saturday, May 20, 2017
Side Walk CPR, June 24, 2017
Chamber of Commerce Mixer, June 2017.
 - D. **Personnel Committee**
Adele Ward or Jan Ashley
14. **Board Information and Newsletters**
April 2017 Association of California Healthcare Districts Newsletter
California Special District Association e-Newsletter
15. **Board Member Input**

This Portion of the meeting is reserved for Board Members to present information, announcements, or other items that have come to their attention. A Board member may request that an item is placed on the agenda for consideration at a future meeting or refer an item to the Executive Director for a formal report. The Board will take no formal action at this time.
16. **Closed Session**

Adjourn to session closed to the public as legally permitted. Any action taken will be announced in Open Session
Pursuant to Government Code 54957- Executive Director, Yearly Evaluation and Board Self Evaluation
Pursuant to Government Code 54956.9; Pending Litigation
17. **Open Session**
18. **Adjournment**

**The next regular Board meeting is scheduled for
Thursday, June 22, 2017, at the West Side Health Care District office.**

ITEM 3



119 Adkisson Way Taft, CA 93268 (661) 765-7234

BOARD MEETING

Thursday, April 27, 2017 at 4:00pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 4:03pm. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Dr. Timothy Lee	Medical Director
Robyn Melton	Board Clerk

Board Secretary, Virginia Miller was excused. Board Member, Darren Walrath led the Pledge of Allegiance. In attendance, Summer Wood-Luper, Cheryl Duncan, Lisa Weaver and Doug Keeler

2. **PUBLIC INPUT**

None

3. **APPROVAL OF MINUTES**

The Board meeting minutes of Thursday, March 30, 2017 were reviewed. Darren Walrath made a Motion to approve the minutes. Jan Ashley Seconded, Motion carried.

The Personnel Committee minutes of Wednesday, April 19, 2017 were reviewed. Darren Walrath made a Motion to approve the minutes. Jan Ashley Seconded, Motion carried.

4. **FINANCIAL REVIEW**

The Financial Statements for March 2017 were reviewed and summarized by Executive Director, Gerald Starr. After discussion, Jan Ashley made a Motion to approve and file for audit the March 2017 Financial Statements. Darren Walrath Seconded, Motion carried.

The Finance Committee minutes of Monday, April 24, 2017 were reviewed. Jan Ashley made a Motion to approve the minutes. Adele Ward Seconded, Motion carried.

5. **REVIEW/APPROVE RECOMMENDATION OF PERSONNEL COMMITTEE TO APPROVE PROPOSAL FROM PAS HUMAN RESOURCES CONSULTANTS FOR DISTRICT-WIDE CUSTOMER SERVICE TRAINING**

The total cost of training will be approximate \$20,800. The training will be mandatory for all staff, and will be broken into three phases, testing, customer service training and follow-up. After discussion, Jan Ashley made a Motion to approve the customer service training provided by PAS. Darren Walrath Seconded, Motion carried.

6. **REVIEW/DISCUSS QUALITY IMPROVEMENT MEETING MINUTES**
Dr. Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. Discussions included monthly census, staff effectiveness, and not seen or treated incident Reports.
7. **REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**
Policies were reviewed, Jan Ashley made a Motion to approve. Adele Ward Seconded, Motion carried.
The policies and Procedures approved were:
Waive Testing i-Stat Blood Chemistry, Waive Testing, HemoCue WBC, Waive Testing Hb201, Waive Testing Glucose 201 with Plasma, Products and Devise Recalls, Processing X-Ray Requests, Laboratory Electrical Safety, Flu Shots, Fire safety, Exposure Control Plan, Blood Borne Pathogen Exposure, Biohazard Material Management.
8. **PHYSICIAN RECRUITMENT PROCESS AND UPDATE, EXECUTIVE DIRECTOR, GERALD STARR**
Dr. Nancy Ferrel will visit May 1, 2017, and has an estimated start date of July 1, 2017. In addition, there is currently a recruitment search in process for a full-time mid level with Jackson Physician Search.
9. **DISCUSSION/APPROVAL OF ADDITIONAL EXPENSES FOR NEW BUILDING PROJECT, EXECUTIVE DIRECTOR, GERALD STARR**
IBI Group and Kitchell are expecting compensation for time and effort for resources spent on reducing the size of the original project.
10. **ADMINISTRATIVE UPDATE**
The May Board Meeting will be moved to Thursday, May 18, 2017, at 4:00 pm
 - The AIA design development process continues; Design Development with the objective to reduce the project square footage and cost per square foot is in process.
 - The Facilities Committee meeting held on April 7th with additional Board members present reviewed the design development process. Cost reductions in the scope of the project were discussed. Further refinement of the schematics and cost review is pending from Kitchell CEM.
 - The financing/funding USDA pre-application with the Fresno office is pending. The strategy for the USDA financing option continues in discussion.
 - The City Planning Director had an initial review of the revisions in design development with no major concerns noted. The schedule for the bidding process and ground-breaking for the project will also be modified.
 - We are still waiting for the CMS acknowledgment/approval and the provider numbers which will enable RHC billing for Medi-Cal and Medicare patients. Accrual accounting began with the 1/12/17 Compliance Team certification.
 - Telemedicine discussions continue with Telehealth Docs and an Agreement for establishing our service line is in process.
 - Contract-by-contract review of our Payer agreements is in process. The ability to assign primary care adult patients to a full-time physician provider is an issue in our preliminary discussions.

- The Accounts Receivables with Practice Velocity (PV) have been reduced to \$65,848 (EOM March). Practice Velocity will continue collection efforts.
- Disaster Medical Planning continues. Storage facility evaluation and design are under discussion. CMS has added a condition of participation (COP) for RHC'S to have-in place-a disaster response plan (for internal and external disasters) by November 2017.
- Tax Exempt issues: At this point, the discussions have not been productive although we continue to discuss with the County. A tax bill was received regarding the new 7-acre parcel. A letter has been sent regarding the inclusion of Parcel No 9 as a tax-exempt property of the District.

B. Medical Director:

- a. Medical Staff issues: Dr. Nancy Ferrel has accepted our letter of intent and will visit here on May 1st. Board members have been invited to meet with her. Her contract is in development and a July effective date is expected. Meanwhile, Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics continue our MD schedule. Drs. Ali Ammar and Mohamed Hammami have joined Dr. Joseph BenPerlas (graduating residents) from Kern Medical in providing per diem MD coverage. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-D); and Mr. Dorian Reed (PA) make up the mid-level staff. Matthew Tate (PA) has declined further shifts in April and will be moving to Washington State in May.
- b. Physician and mid-level staffing for April-June is expected to be sufficient for the Clinic. The addition of Dr. Ferrel and the plan to move a per diem mid-level to full time to meet insurance payer and patient expectations for primary care impact productivity and cost measurements. However, this is felt to be necessary to prepare in the business strategy of the RHC certification and increasing our services to the District communities we serve.
- c. The Pediatric Clinic hours have been extended for scheduling of patients to 6-hours Monday through Friday (10 AM to 4 PM).
- d. We will continue with Jackson Physician Search for primary care providers as needed.
- e. The subject for Grand Rounds in March was the Grossmann Burn Center. April's session held on the 21st was a program focused on Health Literacy.
- f. A report from the Quality Assurance Performance Improvement (QAPI) Committee is on the Board's primary agenda.

C. District Manager and the Accounting Manager:

- The District Manger continues with the myriad duties and responsibilities of the District Office, support of the Executive Director, Human Resources functions, Community Outreach and the Board. The process of Annual review of Policies and Procedures continues.
 - Ongoing activity: The credentialing processes with the increased provider activity (MD and Mid-level) as well as keeping up with the competency and training status of our District.
 - Preparations and support of the Districts sponsorship in the Rotary Health Fair (April 22nd), the Senior's Walking Program with the Rec District and Relay for Life have been active this past month.
 - A report for the Board this month on the District's Community outreach activities and expenditures was prepared.
- Accounting Manger focus: The Accounts Receivable Aging with Athena Health (AH) continues. As we move past the six-month window in our relationship with Athena Health revenue-cycle

13. BOARD MEMBER INPUT

Jan Ashley – Thought the Rotary Health Fair was very nice, and well attended.

14. CLOSED SESSION

Mr. Cooper asked for a motion to enter into Closed Session. Adele Ward made a Motion, Darren Walrath Seconded. The Board entered into Closed Session at 5:20 pm.

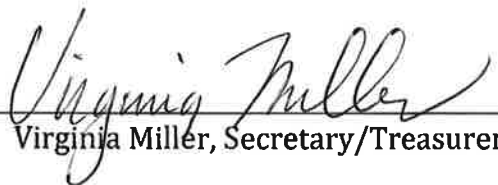
15. OPEN SESSION

Board President, Eric Cooper announced the Executive Director, Gerald Starr has been asked to analyze the existing contracts and expenditures to date for the new building project. Mr. Starr is authorized, where and if appropriate, to negotiate a reduction in their respective rate proposal. Upon agreement, there should be a not-to-exceed (NTE) clause in the agreement that there will be no further costs for the design development phase, to achieve an estimated project cost within the project budget set by the District.

16. ADJOURNMENT

At 6:30 pm, the April 27, 2017, Board Meeting was adjourned.

Respectfully Submitted:


Virginia Miller, Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, May 18, at 4:00 pm
West Side Health Care District Office**

- management we have initiated the Collections process with Transworld. We will evaluate accounts which should be assigned to Transworld from Athena for collection. Also, potentially, to the District for follow-up action or written off. Payroll, deposits and savings and checking accounts oversight; Accounts payable processing and the activities associated with QuickBooks and the production of the monthly Financial Statements continue.
- Regarding the branding process for West Side Family Health Care, an initial meeting has been held with Heise Media and a plan of action is under development.

D. MCCF Health Services:

- Dr. Rupal Sidhu: No extended absence, near-term, is planned.

E. West Side Family Health Care Operations: Clinic Director Summer Wood-Luper, BSN, PHN

- Census: 1,281(41/day); 22 LWBS
- Front Desk Collections (Cash and Credit Card) PV: \$1289.44; Athena: \$8,994.32. Practice Velocity Net Collections and Deposits: \$6,568.71; Athena Net Collections and Deposits: \$36,222.88. Misc. District Office Deposits: \$7,848.51. Total Deposits: \$60,923.86.
- Clinic Staffing for RNs and LVNs is adequate. We are at 78% staffing effectiveness).
- We have chosen to go forward with Vaccines for Children (VFC) application. We will revise our application submittal upon receipt of the RHC numbers from CMS.
- In anticipation of our VFC participation, all clinic staff members have been enrolled in CAIR (California Immunization Registry) and are awaiting their online training classes.
- In order to complete their Clinic survey of December 2016, HealthNet will be coming to the Clinic in May to review 10 medical records, selected at random. This step is a requirement of their Clinic site review process.
- Clinic staff are in the midst of completing their online Human Resources training in April and Demonstrated Competencies will be completed for all staff in May.
- The staff enjoys utilizing the newly acquired vital signs monitor. Having two devices in the Clinic decreases wait times and increases patient satisfaction. We await a \$400 manufacturer's rebate!
- Due to the seasonal fluctuations in patient census, we are no longer bringing in an additional staff member to provide coverage during lunch breaks.
- Vaccination clinics with Taft City Schools continue.

11. BOARD COMMITTEE UPDATES

1. Finance - No updates at this time.
2. Facilities Committee- No updates at this time.
3. Community Outreach- Side Walk CPR and Relay for Life were discussed. The District will host the Taft Chamber of Commerce Mixer on June 8th.
4. Personnel Committee- No updates at this time.

12. DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS

Monthly Association of California Healthcare Districts, California Special District Association newsletters, California State Senate Letter, Opposing Senate Bill 496, and Taft College Foundation, Leadership Summit was included for informational purposes.



119 Adkisson Way Taft, CA 93268 (661) 765-7234
FACILITIES COMMITTEE MEETING

Monday, May 15, 2017 at 3:00pm

1. **CALL TO ORDER**

The meeting was called the meeting to order at 3:00pm. Those present were:

Eric Cooper	Board President
Darren Walrath	Board Member
Jerry Starr	Executive Director
Summer Wood-Luper	Clinic Director
Robyn Melton	Board Clerk

2. **PUBLIC INPUT**

None

3. **REVIEW/APPROVE CONTRACT AMENDMENT FOR THE OUTPATIENT HEALTH FACILITY REDESIGN AND DEVELOPMENT FOR IBI GROUP AND KITCHELL-CEM**

Kitchell has requested \$42,640 and IBI Group requested \$96,703 for additional costs associated with the redesign and development of the downsized facility. After document review and discussion, a Motion was made by Eric Cooper to approve the additional costs, Darren Walrath, seconded. Motion carried.

4. **REVIEW/DISCUSS MINOR FACILITY PROJECT TO INCREASE SPACE FOR PROVIDERS**

After discussion, it was approved by the Committee to proceed with the renovations of the current facility. The cost of the project is estimated at \$32,658.

5. **DISCUSSION FISCAL YEAR 2017/2018 CAPITAL BUDGET**

The 2017/2018 Budget is in process, and the Finance Committee will have a final draft at their committee meeting in June 2017.

6. **COMMITTEE MEMBER INPUT**

None at this time

7. **CLOSED SESSION**

The Committee did not enter into Closed Session.

8. **ADJOURNMENT**

Being no further business, a Motion was made to Adjourn. The meeting was adjourned at 3:45pm

Respectfully Submitted:

Eric Cooper, Committee Member

ITEM 4



FINANCE COMMITTEE MEETING

Monday, May 15 2017 12:00pm

1. CALL TO ORDER

The meeting of the Finance Committee of the West Side Health Care District convened on Monday, May 15, 2017, at 119 Adkisson Way Taft, CA. The meeting was called to order at 12:20 pm. Those present were:

Eric Cooper – Board President
Virginia Miller – Board Secretary
Gerald Starr- Executive Director
Lisa Weaver- Accounting Manager
Robyn Melton – Board Clerk

2. PUBLIC INPUT - None

3. FINANCIAL REVIEW-

CPA, Kelly Hohenbrink was unable to join the meeting via telephone. The April 2017 financial reports were not made available at the time of the meeting, and will be reviewed by the Board at the regularly scheduled meeting of Thursday, May 18, 2017.

4. REVIEW/DISCUSS PRELIMINARY 2017/2018 OPERATIONS AND CAPITAL BUDGET-

Executive Director, Gerald Starr reviewed the preliminary budget, the final draft will be presented the Finance Committee at the June 2017 Finance meeting for review and approval.

5. ADMINISTRATIVE UPDATE-

- a. New Facility Project Update – Redesign and Modification Costs- Projected cost of \$23,000 to create a larger office space, and an additional examination room \$5,000 estimate to move the hot water heater. \$ 4,600 estimate for new office furniture in the current clinic to add space for one additional provider. The Committee asked Mr. Starr to evaluate the need for bidding the process.
- c. USDA Pre-Application Approval- The pre application has been approved, the deadline to file the final application is August 2017.

6. BOARD INPUT – The Board requested that management do a Fair Market Value assessment of the monthly rental charges for our two rental properties.

7. CLOSED SESSION

The Finance Committee did not enter into Closed Session.

8. ADJOURNMENT

Being no further business, the meeting was adjourned at 1:18 pm

Respectfully submitted: _____

Virginia Miller, Board Secretary

ITEM 5

Annual Meeting Registration is Open!



The Association's Education Committee has planned the 65th Annual Meeting with a focus on preparing Healthcare Districts for the challenges ahead and the role of District's in the face of change. Our program is designed to inspire innovation and motivate Districts to prepare for the future.

Newly elected, as well as experienced trustees and executives will want to attend our Annual Meeting. Networking with colleagues and sharing best practices will help elevate Healthcare District performance to the next level. This year's meeting will include wellness activities that will create a new level of energy!

Join us for what will be our best educational event ever!

Our Annual Meeting will take place September 12-September 14, 2017, at the [Kona Kai Resort and Spa](#) in San Diego.

[Register for Annual Meeting Here.](#)

[Make Hotel Reservations Here.](#)

Schedule of Events

	September 12, 2017
6:00 pm	Healthcare District Networking: Experience San Diego!
	September 13, 2017
8:30 am	Women's Leadership Breakfast featuring Keynote Speaker Mayor Mary Salas of Chula Vista!
10:15 am	Healthcare District Team Building (Wellness Focused)
12:00 pm	General Session Welcome Lunch Gyre Renwick, Head of Healthcare, Government & Education Partnerships, Lyft
1:45 pm	Breakout Sessions Session 1: Lessons Learned from Recent MSR Processes Speakers: Linda Wagner, Seneca Healthcare District

	<p>Cheryl Fama, Peninsula Healthcare District Richard Berksen, Berksen Associates Mark Bramfitt, Sonoma County LAFCO Ted Owens (Moderator), Tahoe Forest Health System Session 2: The Board and Policy-making: Getting Clear on the Roles Speaker: Brent Ives, BHI Consulting</p>
4:00 pm	Wellness Activity in Guided Mindfulness
5:30 pm	District and Trustee of the Year Awards Reception
	September 14, 2017
7:00 am	General Breakfast
8:30 am	State of the Association
10:15 am	General Session: Covered California: Adapting for the Future Speaker: Burt Margolin, Margolin Group
11:45 am	General Lunch Session: Website Compliance Speakers: Bobbi Palmer, Fallbrook Regional Health Sloane Dell'Orto, Streamline
1:30 pm	<p>BETA Eminent Lecturer Sponsored Speaker: Compose Your World Speaker: Kai Kight</p> 
3:15 pm	<p>Breakout Sessions Session 1: Strategic Thinking Board Action Plan Speaker: Robert Nelson, Nelson Strategic Thinking Session 2: The State of Behavioral Health in California Speaker: Sheree Lowe, VP of Behavioral Health, California Hospital Association</p>
4:40 pm	Closing Remarks

Costs:

- Member: \$800/attendee
- Non-Member: \$1500/attendee
- Guest of Member: \$250 (Meals only)
- Guest of Non-Member: \$750 (Meals Only)

Note: Registration fees include all meals.

Please contact [Sheila Johnston](#) with any questions.

ITEM 7



**WEST SIDE HEALTH CARE DISTRICT
WEST SIDE FAMILY HEALTH CARE
POLICY AND PROCEDURES**

POLICY: MARKETING	REVIEWED: 5/25/16; 4/28/17
SECTION: ADMINISTRATION	REVISED:
EFFECTIVE: 5/18/17 / 23/16	MEDICAL DIRECTOR:

Subject: Marketing and Community Outreach

Objective: Develop and implement a successful marketing and community outreach plan consistent with the West Side Health Care District’s mission. Plan will be developed by the Leadership Team and under the supervision of the District Executive Director.

Response Rating: Mandatory

Required Equipment:

Procedure:

1. The District will maintain an active Marketing and Community Outreach Program that will include, but not be limited to:
 - a. Signage (temporary and permanent), including billboards
 - b. Website
 - c. Direct mail pieces focused on clinic services and operations
 - d. Social media, including Facebook, Twitter, Instagram
 - e. Community outreach and service projects, such as:
 - i. Health fairs
 - ii. School and Recreation Department sports physicals
 - iii. Employer-based flu shot clinics
 - iv. Service group and church-based health-related functions
 - v. District developed and managed wellness programs, such as “Walk With A Doc”
 - f. Bulletin boards and “of-the moment” postings at the Clinic



2. Marketing and Community Outreach plans will be developed ~~at the District Office level~~ by the Leadership Team with input and participation from Clinic personnel. The Plan(s) will be submitted to the Board of Directors for input and approval.
3. The website will be maintained by District Office personnel under supervision of the District Manager.
4. The official Facebook page and other social media outlets will be maintained by District Office personnel under supervision of the District.
5. Clinic medical staff and personnel will be encouraged to submit content for the website and social media sites.
6. Advertising materials will focus on Clinic services, Clinic personnel, and health and wellness topics. Advertising materials will not compare Clinic services to other community service providers and will not disparage or demean other medical care providers.
7. Should advertising materials include photographs of patients or community members, photo releases will be obtained and kept on file to demonstrate that permission was obtained before the images were utilized.
8. Where appropriate, the Clinic will partner with the health department, service organizations, insurance plans and area physicians to develop additional outreach opportunities in an effort to improve the health and wellness of community members.
9. Where appropriate, budgets will be developed and program progress tracked/reported.
10. With the approval of the Executive Director and Medical Director, the Clinic may utilize posters, flyers, brochures and other third party developed materials to enhance existing Marketing efforts, including but not limited to, materials developed by nationally recognized organizations such as:
 - a. American Cancer Society
 - b. American Heart Association
 - c. Arthritis National Research Foundation
 - d. American Lung Foundation
 - e. Susan G. Komen Foundation
 - f. American Stroke Association
 - g. National Institutes of Health



**WEST SIDE HEALTH CARE DISTRICT
WEST SIDE FAMILY HEALTH CARE
POLICY AND PROCEDURES**

POLICY: RADIOLOGY SAFETY	REVIEWED: 3/27/16; 4/28/17
SECTION:	REVISED:
EFFECTIVE: 5/ 18 / 17 26 / 16	MEDICAL DIRECTOR:

Subject: Radiation Safety

Objective: Safety of personnel and patients in Radiology Department

Response Rating: Mandatory

Procedure: Radiation Safety and Protection Program

Organization and Administration

1. Supervising Radiological Technician will be responsible for the implementation and enforcement of all Radiation Safety and Protection procedures.

ALARA Program

1. The radiology department shall use, to the extent practicable, procedures and engineering controls based upon sound radiation protection principles to achieve occupational doses and doses to members of the public that are as low as is reasonably achievable (ALARA).
2. All technicians working in the radiology department will be required to use tested and approved techniques posted at the x-ray console in the radiology department to achieve the principles of the ALARA program.

Dosimetry Program

1. All technicians will be required to wear approved film badges that will monitor their doses of radiation while working within the radiology department.



- a. Film badges will be left in the radiology office upon end of shift. Badges are NOT to be taken out of the radiology department.
 - b. A Control film badge will be kept in the radiology department at all times conspicuously located on the bulletin board.
2. Film badges will be monitored, checked, and documentation will be provided on a quarterly basis.
 3. Radiation dosimetry reports will be reviewed and initialed by the supervising radiologist on a quarterly basis. Copies of these reports will be made available to all technicians involved in the dosimetry program.
 4. Technicians will be instructed on the proper use of individual monitoring devices including consequences of over exposure to radiation.

Radiological Controls

1. Entry and Exit Controls

- a. The two doors entering the radiology department will be locked at all times when an exam is in progress.

2. Posting Requirements

- a. The two doors entering the radiology department will be posted with a sign indicating a radiologic exam is in progress and to Not Enter
- b. A current copy of Department Form RH-2364 (Notice to Employees) will be posted in the radiology department office for all employees to read.
- c. A copy of the CCR 17 with a copy of operating and emergency procedures applicable to work will be available to employees in the radiology department for review.



Disposal of Equipment

1. Any sale, transfer, or discontinuance of use of any reportable source of radiation will be reported in writing to the Department.

Other Controls

1. Positioning aids, gonadal shielding, protective aprons, and protective gloves are available within the radiology department for shielding patients from over exposure to radiation.
 - a. These aids will be tested annually and logged to ensure the integrity of the devices.

Record Keeping and Reporting

1. Supervision of all record keeping will be the responsibility of the Supervising Radiologic Technician.
2. Records kept on hand are in the Radiology Department:
 - a. Daily log of patients and exams
 - b. Records release forms (disc's of digital images for patients)
 - c. Radiation Dosimetry Reports
 - d. Digest of new regulations to CCR 17
 - e. Log of testing of Radiation Protection devices

Training

1. Operating and Safety Procedures
 - a. Safety Procedures for radiology equipment are delineated in the Operational Manual provided by Fujifilm Corporation on the FDE D-EVO (DR-ID 600). These procedures are located in the Radiology Department.



2. On a quarterly basis all radiological technicians will be instructed in the health protection problems associated with exposure to radiation, in precautions or procedures to minimize exposure, instruct such individuals in, and instruct them to observe, to the extent within their control, the applicable provisions of Department regulations for the protection of personnel from exposures to radiation occurring in the radiology room.
 - a. These training sessions will be documented and that documentation will be kept in the radiology department office.
3. Technicians will be reminded of their responsibility to report promptly to the administrative staff of the Health Care District any condition that may lead to or cause a violation of department regulations or unnecessary exposure to radiation.
4. Technicians will be instructed in the appropriate response to warnings made in the event of any unusual occurrence or malfunction that may involve exposure to radiation and advise them as to the radiation exposure reports which they may request.

Quality Assurance Programs

1. Every six (6) months the radiology equipment will be subjected to a preventative maintenance inspection by qualified radiological maintenance personnel.
 - a. Any repairs necessary to maintain the safety and functionality of the equipment will be documented and that documentation will be kept in the radiology department office of later review.
 - b. It will be the responsibility of the Radiology Supervisor to keep and maintain these records.



Internal Audit Procedures

1. This procedure will be reviewed on an annual basis.
 - a. The procedure will be reviewed by the Supervising Radiologic Technician.
 - b. All Radiologic Technicians in the Radiology Department will review and sign the procedure after each annual review.
2. A copy of this procedure will be available in the Radiology Department for review by personnel.
3. This procedure will also be placed in the Policy and Procedures manual of the West Side Health Care District.

Reference: California Code Regulations, Title 17



**WEST SIDE HEALTH CARE DISTRICT
WEST SIDE FAMILY HEALTH CARE
POLICY AND PROCEDURES**

POLICY: SENSITIVE SERVICES	REVIEWED: 5/2/16; 5/1/17
SECTION: Administrative	REVISED:
EFFECTIVE: 5/18/17	MEDICAL DIRECTOR:

Subject: Sensitive Services

Objective: The Clinic will implement and maintain procedures to ensure confidentiality and ready access to sensitive services, consistent with services offered, for all patients, including minors. Patients shall be able to access sensitive services promptly, and where applicable, in keeping with the guidelines of their insurance payor.

Response Rating: Mandatory

Required Equipment:

Procedure:

1. Sensitive services are defined as services related to:
 - a. Sexual assault
 - b. Drug or alcohol abuse for children 12 years of age or older
 - c. Pregnancy
 - d. Family planning
 - e. Sexually transmitted diseases designated by the State for children 12 years of age or older
 - f. Sexually transmitted diseases for adults
 - g. HIV testing
 - h. Outpatient mental health for children 12 years of age or older who are mature enough to participate intelligently and where either (1) there is a danger of serious physical or mental harm to the minor or others or (2) the children are the alleged victims of incest or child abuse.



**WEST SIDE HEALTH CARE DISTRICT
WEST SIDE FAMILY HEALTH CARE
POLICY AND PROCEDURES**

POLICY: REGISTRATION OF ESTABLISHED PATIENT	REVIEWED: 5/5/16; 4/28/17
SECTION: ADMITTING	REVISED: 5/5/16
EFFECTIVE: 5/18/17	MEDICAL DIRECTOR:

Subject: Registration of established patient

Objective: To register the patient quickly, efficiently, and accurately

Response Rating:

Required Equipment:

Procedure:

1. Greet the patient in a friendly and professional manner. If other patients are ahead of them, ask the patient to sign in on the sign-in sheet. If there are no other patients waiting, ask the patient for their name and date of birth, locating them in the EMR for registration purposes.
2. Ask the patient for their insurance card and photo identification. For minor patients, obtain the photo identification of the adult accompanying the patient.
3. Ask the patient to be seated and indicate you will be with them momentarily, if they have completed the sign in sheet.
4. Using the information provided on the sign in sheet or as a result of information received directly from the patient, search patient's date of birth and name by selecting Verify.
5. Select the correct patient.
6. If a walk-in patient, a~~Add the patient~~ to the schedule for the time of arrival by clicking time slot on schedule calendar and _____ adding name.
7. Verify patient's insurance eligibility.
8. Verify correct information is entered in the patient's demographics in EMR.
9. Scan the patient's insurance cards and photo identification into the EMR.
11. Ask the patient to sign any required admitting forms.



12. Scan the signed forms into the EMR.
13. Collect any required co-payments. Provide the patient with a receipt for their payment.
14. If the patient arrives with a serious illness or injury that requires immediate medical attention, treatment will begin immediately regardless of the patient's insurance or arrival time.



**WEST SIDE HEALTH CARE DISTRICT
WEST SIDE FAMILY HEALTH CARE
POLICY AND PROCEDURES**

POLICY: KERN HEALTH SYSTEMS MEMBER GRIEVANCES	REVIEWED: 5/20/16; 4/28/17
SECTION: ADMINISTRATION	REVISED:
EFFECTIVE: 5/18/16	MEDICAL DIRECTOR:

Subject: Kern Health Systems (KHS) Member Grievances

Objective: The Clinic will accept and address KHS member grievances professionally, promptly, and in keeping with KHS guidance.

Response Rating: Mandatory

Required Equipment:

Procedure:

1. Patients may file grievances directly with KHS or at the Clinic.
2. The Clinic will make available Member Report of Complaint/Grievance forms at the patient's request.
3. The Clinic is responsible to advise the patient they have options for filing their grievance.
 - a. The member may submit the grievance verbally by speaking to a KHS representative. If the member chooses this option, Clinic staff should allow the patient to utilize a Clinic phone to contact KHS and should dial the number for the patient (661-632-1590 or 800-391-2000).
 - b. The patient may submit the grievance in writing utilizing the Member Report of Complaint/Grievance form. If the patient chooses this option, Clinic staff should inform the patient that he/she may use the Clinic phone to contact KHS for assistance with filling out the form. The Clinic staff must fax the form to KHS on the day of receipt (661-664-5179).
4. Clinic staff will be supportive of the patient's right to submit a grievance/complaint to KHS and will interact with the aggrieved patient in a calm and professional manner, offering the required assistance and offering the patient privacy while they speak with KHS staff regarding the matter.



5. When Clinic staff becomes aware that a patient is submitting a grievance/complaint, they will document what they know regarding the circumstance using the Clinic Incident Report form and submit those completed forms to the Clinic Director. All patients who have knowledge of the situation will be asked to document.
6. The Clinic Director will review staff documentation and will respond to KHS when contacted by them to address the grievance and any necessary mitigation.
7. Grievances will be resolved within the five (5) day KHS timeline.
8. The Clinic Director will inform the Medical Director and Executive Director at the time patient grievances are submitted.
9. Patient grievances will be tracked and reported as part of the Clinic's active Quality Assurance Performance Improvement (QAPI) program.
10. Compiled patient grievances will be assessed to identify trends and in order to prevent future issues.

Reference: Kern Health Systems Policy 5.01-P (KHS Member Grievance), November 2012.

ITEM 8

WEST SIDE HEALTH CARE DISTRICT
RURAL HEALTH CLINIC
QUALITY IMPROVEMENT

DATE: 5/10/17 CALLED TO ORDER: 9:05a ADJOURNED: 9:55a

ATTENDANCE: Starr, Lee, Wood-Luper

STATUS	TOPIC	DISCUSSION	DISCUSSION/ACTION	PERSON RESPONSIBLE	TARGET COMPLETION DATE
	Call to order				
0	Medication Management	<ol style="list-style-type: none"> Inventory accuracy (narcotics) Outdates/waste Fridge/freezer logs reviewed Formulary MDV audit Medication injection audit Medication with nurse visits 	Only licensed staff can enter orders. MA certification an objective.	Lee, Wood-Luper Med Champions: Pam, Britney	
0	CLIA Lab Quality Assurance	<ol style="list-style-type: none"> Quality Assurance testing logs reviewed Staff Competency Lab license received with incorrect info PPE tracking form audit 	Lab renewal to be mailed 5/15	Wood-Luper, District Office Champions: Natalie, Amanda	
0	Radiology Service Audit	<ol style="list-style-type: none"> Dosimeter Report Census vs Overreads Peer Review Process- Quarterly Review by Dr. 			

Status: 0 = Open Item C = Closed Item

WEST SIDE HEALTH CARE DISTRICT
RURAL HEALTH CLINIC
QUALITY IMPROVEMENT

		Perry completed with no issues			
0	Nursing Staff Peer Review	<ol style="list-style-type: none"> 1. Staff Competency 2. Compliance with Scope of Practice 		Wood-Luper Competency Champions: Heather	
0	Patient/Staff Safety	<ol style="list-style-type: none"> 1. Drills – Fire drill? 2. Education 	Will check fire drill policy, schedule accordingly.	Lee, Wood-Luper	6/15
0	Patient Access Audit	<ol style="list-style-type: none"> 1. Waiting Times 2. Message/Inbox Management improved 3. Accurate Registration 4. Initial/Annual Forms audit 		Wood-Luper, Lee	
0	Patient Grievances/Concerns	<ol style="list-style-type: none"> 1. Old Grievances 2. Grievances 		Lee, Wood-Luper	
0	Patient Flow/Census Issues	<ol style="list-style-type: none"> 1. Wait time 2. LWBS 3. Census 4. Staffing Effectiveness 	Waiting time largely a result of new services and associated learning curve. Will try to segregate data to look at primary vs urgent care services	Lee, Wood-Luper	6/15
0	Incident Reports	<ol style="list-style-type: none"> 1. Old Incident Reports 2. New Incident Reports 	Continue to reinforce after 8:30p policy. Importance of documenting any medications given. Inform staff that patients need to be physically present to	Lee, Wood-Luper	

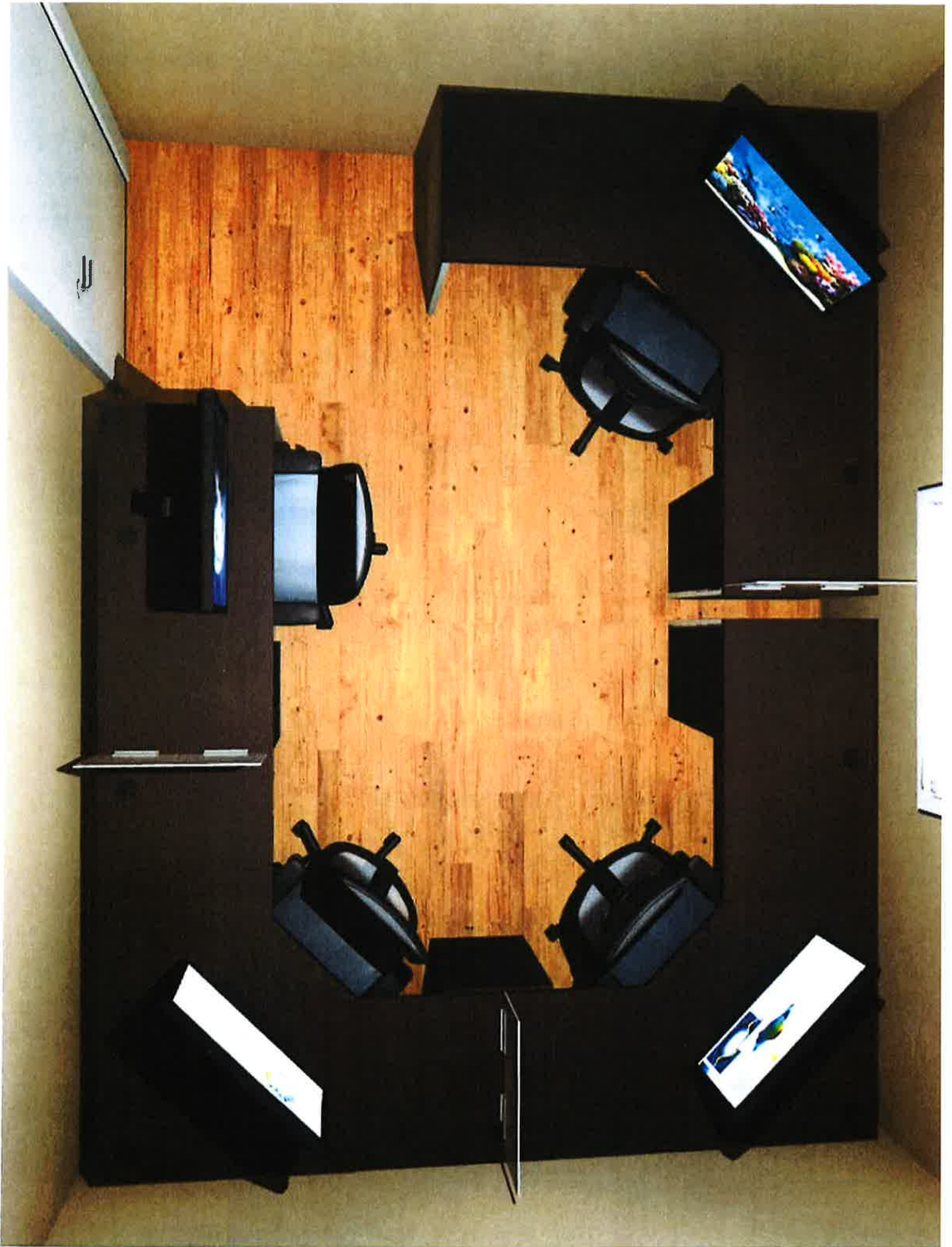
Status: 0 = Open Item C = Closed Item

**West Side Family Health Care
Patient Census Report 2016 - 2017**

Total

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
1	40	60	38	36	44	46	44	60	33	27	50		43
2	15	38	51	29	48	31	47	50	48	28	37		38
3	31	38	38	62	48	23	61	45	51	64	56		47
4	28	35	29	59	34	37	57	33	27	54	56		41
5	52	35	37	46	35	54	58	29	29	59	50		44
6	50	31	50	55	36	56	45	57	48	54	27		46
7	46	18	45	56	67	54	40	48	55	25	32		44
8	38	46	73	30	50	50	42	60	47	29	59		48
9	38	29	34	28	51	46	49	46	45	33	52		41
10	28	47	30	51	48	36	47	40	46	39	56		43
11	52	50	29	50	42	32	59	36	31	50	49		44
12	41	40	62	52	37	67	61	33	36	31	50		46
13	42	22	47	50	35	63	49	66	58	34	27		45
14	30	41	51	38	50	59	43	47	52	46	19		43
15	32	48	47	23	46	45	40	69	43	29	16		40
16	24	44	39	33	44	60	59	43	44	28			42
17	25	50	25	54	36	33	54	54	8	53			39
18	41	58	29	61	48	46	50	34	0	55			42
19	35	46	58	49	32	55	37	36	44	45			44
20	32	23	42	35	29	61	39	36	54	51			40
21	35	20	42	47	51	49	34	51	60	36			43
22	31	49	46	40	38	31	21	56	56	24			39
23	31	61	48	31	34	35	53	42	45	34			41
24	20	52	27	65	11	29	38	46	37	65			39
25	47	49	28	63	33	20	35	32	28	51			39
26	32	42	70	54	34	55	49	25	22	45			43
27	29	40	44	31	33	55	41	55	37	40			41
28	47	45	53	50	48	60	38	57	56	50			50
29	29	71	43	22	50	55	38		51	35			44
30	33	52	34	37	56	48	57		42	33			44
31	30	39		52		29	72		48				45
Total	1084	1319	1289	1389	1248	1420	1457	1286	1281	1247	636	0	13656
Avg/Day	35	43	43	45	42	46	47	46	41	42	42		471
LWBS	23	6	4	2	2	3	16	30	22	22	636	0	130
2017							1457	1286	1281	1247	636	0	
2016	1084	1319	1289	1389	1248	1420	1364	1403	1288	1260	1236	1102	15402
2015	836	989	1169	1276	1323	1411	1345	1063	1111	1090	987	833	13433
2014	784	867	1046	1006	966	1021	1391	994	1080	968	959	868	11950
2013	697	1009	834	883	812	925	926	975	1047	885	893	0	9886
2012	525	582	590	654	623	632	685	736	849	673	771	683	8003
2011	737	893	753	832	928	795	914	1029	998	801	794	459	9933
2010	737	893	753	832	928	795	886	978	974	778	811	690	10055

ITEM 11





ESTABLISHED - 1947

Roberto Vasquez

Furniture Specialist

4500 Stine Rd
Bakersfield CA 93313
661-634-4314

rvasquez@stinsons.com

Quote For Westside Healthcare

5/12/2017

Westside Healthcare

Robyn Melton
100 E North St
Taft CA

P: F:

Westside Healthcare

Robyn Melton
100 E North St
Taft CA

P: F:

Item	Qty.	Product	Stinson's Price	
			Unit	Extended
1	3	H105811 10500 Series Corner Unit 24x36x36x24x 29-1/2H	\$ 371.28	\$1,113.84
Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .MOCH LAM: Mocha Select Chassis Laminate Color LOFT LAM: Loft				
2	1	H105680 10500 Series Return Shell 29-1/2H x 36W x 24D	\$ 236.08	\$236.08
Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .MOCH LAM: Mocha Select Chassis Laminate Color LOFT LAM: Loft				
3	1	H105681 10500 Series Return Shell 29-1/2H x 41W x 24D	\$ 236.08	\$236.08
Select Top Laminate Color \$(L1STD) Grd L1 Standard Laminates Select Top Laminate Color .MOCH LAM: Mocha Select Chassis Laminate Color LOFT LAM: Loft				

Item	Qty.	Product	Stinson's Price	
			Unit	Extended
4	1	H10560	\$ 167.96	\$167.96
10500 Series Bridge 42W x 24D x 29-1/2H				
Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
Select Top Laminate Color	.MOCH	LAM: Mocha		
Select Chassis Laminate Color	LOFT	LAM: Loft		
5	1	H10568	\$ 225.68	\$225.68
10500 Series 30Wx24Dx29-1/2H Return Shell w/Full Mod				
Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
Select Top Laminate Color	.MOCH	LAM: Mocha		
Select Chassis Laminate Color	LOFT	LAM: Loft		
6	1	H105686	\$ 334.36	\$334.36
10500 Series Return Shell 29-1/2H x72W x 24D				
Select Top Laminate Color	\$(L1STD)	Grd L1 Standard Laminates		
Select Top Laminate Color	.MOCH	LAM: Mocha		
Select Chassis Laminate Color	LOFT	LAM: Loft		
7	4	H10502	\$ 329.68	\$1,318.72
10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D				
Select Laminate	\$(L1STD)	Grd L1 Standard Laminates		
Laminate Selection	.MOCH	LAM: Mocha		
8	3	HLSL1224FS	\$ 147.68	\$443.04
12Hx24W Frosted Polymer Above Privacy Scrn				
Frosted Translucent Clr Opt	.FT01	CLR: Frost		
Sub Total				\$4,075.76

Stinson's Price

Item	Qty.	Product	Unit	Extended
		Installation	\$ 275.00	\$275.00
		Installation		
		Tax 7.25%	\$ 295.49	\$295.49
		Sale Tax		
Stinson's Grand Total:				\$4,646.25

ITEM 12

BOARD REPORT: DISTRICT ACTIVITIES LOG

May 18, 2017

1. Executive Director and Management Team:
 - a. The AIA design development process continues; Design Development following the decisions/concepts to reduce the project square footage and cost per square foot is in process.
 - b. The Facilities Committee meeting of May 15th reviewed the costs proposed by IBIGroup and Kitchell CEM. Contract amendments have been prepared to enable design development to move forward. A refined project scope and budget could be available for Board consideration/approval in late June.
 - c. The City Planning Director has had an initial review of the revisions in design development with no major concerns noted. The schedule for the bidding process and ground-breaking for the project will also be modified.
 - d. The financing/funding USDA pre-application with the Fresno office has been approved. The process for the USDA financing option is being developed by Mr. Hicks. We expect CHW LLP to be involved in the Feasibility study for the loan application.
 - e. CMS acknowledgement/approval and the provider numbers have been received. The update and modifications in the Athena EMR have started. This will enable dropping claims that began accrual following the 1/12/17 Compliance Team certification. Athena advises that responses from CMS and MediCal may take from 7 to 90 days.
 - f. Telemedicine discussions continued with Telehealth Docs and an Agreement for establishing this service line has been executed. This service is anticipated to begin in June.
 - g. Contract-by-contract review of our Payer agreements continues. The ability to assign patients to a primary care, full-time physician provider (adult and pediatric) is a key component as well as reimbursement for X-Ray services to patients of other providers.

We will continue to serve walk-in patients and will negotiate for reimbursement for late hours and weekends/holidays.

- h. The Accounts Receivables with Practice Velocity (PV) have been reduced to \$35,310.01 (EOM April). Practice Velocity will continue collection efforts.
 - i. Disaster Medical Planning continues. Storage facility evaluation and design still under discussion. CMS has added a condition of participation (COP) for RHC'S to have-in place-a disaster response plan (for internal and external disasters) by November 15, 2017.
 - j. Tax Exempt issues: We have received partial tax rebate for 2016 tax payments on Parcel NO 032-060-05-00-6. We will continue to follow our correspondence with the County on the various parcels that we feel are tax exempt--including the new 7-acre parcel (Parcel No 9).
2. Medical Director:
- a. Medical Staff issues: Dr. Nancy Ferrel visited here on May 1st and Board members were able to meet with her. Her contract has been completed with a July effective date. Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics continue our MD schedule. Drs. Ali Ammar, Mohamed Hammami and Dr. Joseph BenPerlas from Kern Medical are providing per diem MD coverage. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-C); and Mr. Dorian Reed (PA) make up the mid-level staff.
 - b. Physician and mid-level staffing for April-June is expected to be sufficient for the Clinic. The addition of Dr. Ferrel and the plan to move a per diem mid-level to full time to meet insurance payer and patient expectations for primary care is in progress. There will be an impact on productivity and cost. However, this is necessary to continue the business strategy of RHC certification and increasing services to the District.
 - c. We will continue with Jackson Physician Search for primary care providers as needed.
 - d. The subject for Grand Rounds in May is a presentation by Dr. Arnold Lim, an orthopedist on May 22nd regarding sports related injuries. April's session held on the 21st, focused on Health

Literacy, was well received and will be re-presented to the Clinic staff as a special training subject.

- e. A report from the Quality Assurance Performance Improvement (QAPI) Committee is on the Board's primary agenda.

3. District Manager and the Accounting Manager:

- a. The District Manger continues with the myriad duties and responsibilities of the District Office, support of the Executive Director, Human Resources functions, Community Outreach and the Board. The process of Annual review of Policies and Procedures continues.
- b. An additional major focus of the District manager: Credentialing activities with the increased number of providers (MD and Mid-level) has become critical to payer contract compliance and revenue cycle management. We have prepared a job description for a "medical staff administrative assistant." This will be limited part-time position. This person will also assist in maintaining the competency and training status of our District employees.
- c. Preparations and support of the Districts sponsorship in the Rotary Health Fair (April 22nd), the Senior's Walking Program with the Rec District and Relay for Life have been active this past month.
- d. Regarding the branding process for West Side Family Health Care, two meetings have been held with Heise Media and a plan of action is under development.
- e. Accounting Manger focus: The Accounts Receivable Aging with Athena Health (AH) continues. We have initiated the Collections process with Transworld. The Board will evaluate, monthly, accounts which should be assigned to Transworld for collection or written off.
- f. Accounting Manager Activities: Payroll; Savings and checking accounts oversight; Accounts payable processing; maintaining QuickBooks; and, the production of the monthly Financial Statements.

4. MCCF Health Services:

- a. Dr. Rupal Sidhu: No extended absence, near-term, is planned.

5. West Side Family Health Care Operations: Clinic Director Summer Wood-Luper, BSN, PHN

- a. Census: 1,247 (42/day); 2 LWBS
- b. Collections: PV: \$5,438.64; Athena: \$48,004.87; Misc. Deposits: \$289.87; Total Deposits: \$53,733.38
- c. Clinic Staffing for RNs and LVNs is adequate. We are at 93% staffing effectiveness). Flexing of staff is occurring and will be ongoing as needed to meet clinic productivity.
- d. We have submitted our Vaccines for Children (VFC) application and have received a response. We expect to participate in the survey process within the next three weeks.
- e. All staff members assigned usernames and roles CAIR (California Immunization Registry) are awaiting their online training classes.
- f. HealthNet visited to review 10 random medical records of Primary Care Patients to complete the requirement of their Clinic site review process. HealthNet was unable to complete the review and will follow-up in 60 days once our primary contracts are in place and chart documents will be available for primary care patients.
- g. Clinic staff completed their online Human Resources training in April and are in the midst of completing Demonstrated Competencies due May, 31.
- h. Clinic staff are participating in Football Physicals, both through Westside Parks and Recreation District and Taft Union High School during May and June.
- i. Vaccination clinics with Taft City Schools continue in September

ITEM 14





April
2017

ACHD Advocate

In this edition

- [From the Desk of Ken Cohen, Executive Director](#)
- [Legislative Update](#)
- [Thank You for Attending Legislative Day](#)
- [Annual Meeting Registration is Open!](#)
- [Call for Nominations - Submit Your Forms Today for Healthcare District and Trustee of the Year!](#)
- [Apply Today to Serve on an ACHD Committee](#)
- [Request for Electronic Consent Forms](#)
- [Kurt Hahn, Friend of Northern California Healthcare Districts, Dies at 78](#)
- [In Case You Missed it... Healthcare District News From Around the State](#)
- [Making the Diabetes Heart Connection](#)
- [Register Today for CSDA's Legislative Days](#)
- [Join CAPP Today!](#)
- [100 Million Healthier Lives](#)

From the Desk of Ken Cohen, Executive Director

ACHD Bylaws

Based upon the ACHD Board of Directors' strategic planning and the recently completed merger of the ALPHA Fund and BETArma, the Board has undertaken a comprehensive review of the Association's Bylaws. Based upon their review, the Board is now recommending to the ACHD Members the Amended and Restated Association Bylaws for approval by our Member Healthcare Districts, accordingly. You should have already received your Bylaws/Ballot packet, which were distributed to all active ACHD Members on May 2, 2017. The Association is dependent upon and strongly encourages you to review this important information, take part in the Member Bylaw Webinar noted below, and return your ballots accordingly.



Important Dates

Distribution of Bylaws/Ballots	May 2, 2017
Member Bylaws Webinar	May 8, 2017
Bylaws Ballots Due	June 16, 2017

The Member Bylaws Webinar will include a presentation on the Bylaws, including the specific changes that have been incorporated into the recommended Amended and Restated Bylaws. It will also provide for an interactive opportunity between ACHD Board and Staff, and our Members to fully inform Members, provide any information, and respond to questions. Due to the number of proposed changes to the Bylaws, I strongly encourage you to register and actively participate in one or both Bylaw Webinars noted above. Please register for the Bylaws webinar [here](#).

Member Dues

As part of the ACHD Budget for 2018, the Board of Directors has adopted a Membership retention program that includes a significant REDUCTION in Member dues this year. Members will be notified shortly regarding their individual Association dues for 2018. Collectively, the reduced dues will save Healthcare Districts nearly \$200,000 this fiscal year. As a mutual benefit non-profit Association, ACHD strives to provide the highest quality of services possible related to: Advocacy, Education, and Member Benefits, and we are continuing to look for meaningful ways to enhance our capabilities. The Board is hopeful that this newly adopted reduction in Member dues will further enhance the value of services Members receive from the Association.

ACHD Certification

ACHD now has 17 Certified Healthcare Districts; and the number of Healthcare Districts that are seeking this distinction continues to grow. The list of Certified Healthcare Districts is highlighted on our website [here](#), and the Board continues to encourage Healthcare Districts to demonstrate their transparency and accountability through the Certification process. To learn more about the certification process, please contact [Sheila Johnston](#).

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Legislative Update

The Legislature faced its first legislative deadline on April 28, as all fiscal bills had to pass out of their respective policy committees. Here is an update on the key bills ACHD has an active position on:

[AB 387](#) (Thurmond, D-Richmond) requires health care entities to pay allied health students minimum wage for time spent in clinical or experiential training that is required for state licensure. This bill passed out of Assembly Labor & Employment Committee on March 29 and has been placed on the Assembly Appropriations Suspense File due to the large cost associated with it. The Appropriations Committee analysis estimates the increased wages to be \$250 million to \$300 million in 2018, which "could result in an indirect, unknown but potentially significant ongoing cost pressure on the state Medi-Cal program." ACHD opposes this measure along with a large coalition of hospital and healthcare groups as well as educational institutions.

[AB 893](#) (Garcia, Eduardo, D-Coachella) was originally intended to authorize Pioneers Memorial Healthcare District to directly employ physicians. The bill was amended on May 1, to study the need for additional residency programs in Imperial County and will be heard in the Assembly Business & Professions Committee next week. We anticipate this bill to be amended again later in the legislative session to provide funding for a new residency program for Pioneers Memorial Healthcare District. ACHD supports this measure.

[AB 979](#) (Lackey, R-Palmdale) allows special districts to vote on LAFCO representation in a meeting of the county's independent special districts selection committee. This bill was held by the Assembly Local Government Committee and will be amended prior to the bill being heard in Committee next week. We anticipate the original intent of the bill to remain with some additional funding mechanisms for a local vote to occur. ACHD supports this measure.

[AB 994](#) (Muratsuchi, D-Manhattan Beach) authorizes Beach Cities Health District to utilize the design-build process for a construction project on a pilot basis. This bill passed out of the Assembly Local Government Committee last week on a 5-1 vote with the Chair, Cecilia Aguiar-Curry casting the "no" vote. ACHD supports this measure, which will be heard in Assembly Appropriations Committee next.

[AB 1612](#) (Burke, D-Inglewood) removes the physician supervision requirement for certified nurse midwives. This bill passed out of the Assembly Business & Professions Committee last week with much discussion and passion on both sides of the debate. ACHD supports this measure, which will be heard in Assembly Appropriations Committee next.

[AB 1728](#) (Committee on Local Government) requires Healthcare Districts to: 1. create and maintain a website, which must include contact information for the district 2. annually adopt a budget 3. annually adopt policies for providing assistance or grant funding to ensure funding is spent on health care services consistent with the mission and purpose of the District. This bill passed out of the Assembly Local Government Committee last week on consent. ACHD supports this measure, which will be heard Assembly Appropriations Committee next.

[SB 448](#) (Wieckowski, D-Fremont) establishes new audit requirements for special districts, creates new categories of "inactive" and "idle" districts and amends the dissolution process for these new categories of districts, and requires counties to include additional information on the county tax bill related to the services provided in the county. This bill passed out of the Senate Governance & Finance Committee last with some amendments requested by the Committee. ACHD remains opposed to this measure, which will next be heard in Senate Appropriations.

[SB 554](#) (Stone, R-Temecula) was originally intended to authorize nurse practitioners to perform certain functions without the supervision of a physician. This bill was amended on April 17 to address prescribing privileges for nurse practitioners and physician assistants. ACHD is now neutral on this measure.

[SB 793](#) (Hill, D-San Mateo) authorizes Beach Cities Health District and Peninsula Healthcare District to utilize the design-build process on a pilot basis. This bill passed out of the Senate Governance & Finance Committee on April 17 and can be heard on the Senate Floor as early as next week. ACHD supports this measure.

For more bills ACHD has a position on, find our Legislative Reports on our website, [here](#).

Little Hoover Commission

As previously reported, the Little Hoover Commission decided to table the draft report on special districts for the time being, as many Commissioners voiced concern about special districts and support for broader reforms. The Commission has since decided to move forward with a small and targeted roundtable meeting in June. ACHD is continuing to work with CSDA on a response to this meeting as well as strategies to address issues brought up by Commissioners. Stay tuned for updates on details and the outcome of the future meeting.

Please contact [Amber King](#) at (916) 266-5207 with questions or comments.

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Thank You for Attending Legislative Day



Thank you to all that attended our Legislative Day on April 3-4 in Sacramento. This year we had over 60 attendees from 25 Healthcare Districts in attendance. Attendees heard from ACHD's Advocacy Team on legislative issues facing Healthcare Districts, a panel of experts on the Affordable Health Care Act and its implications for California, and ACHD's Public Relations firm on key messaging points to communicate to their policy makers.

Additionally, we were pleased to visit with a record number of Legislators who attended our Legislative Reception. Attendees also awarded ACHD's 2016 Legislator of the Year Awards to Senator Ben Hueso (D-San Diego) and Assemblymember Jim Wood (D-Healdsburg). Senator Hueso authored legislation in 2016 to provide design build authority to specific Healthcare Districts. Assemblymember Wood successfully authored legislation in 2016 to provide Critical Access Hospitals with the authority to directly employ physicians.



Assemblyman Jim Wood Senator Ben Hueso

[Please enjoy the gallery of photos](#) from this year's event on our website.

Save the date for ACHD's 2018 Legislative Day on April 16-17, 2018 at the Hyatt Regency Sacramento.

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Call for Nominations - Submit Your Forms Today for Healthcare District and Trustee of the Year!

ACHD would like to request nominations for District and Trustee of the Year. Each year, the Education Committee solicits nominations to recognize the work of Districts and Trustees in the community. Awards will be presented at the 65th Annual Meeting, taking place September 12-14, 2017, at the Kona Kai Resort and Spa in San Diego.

District of the Year

The ACHD District of the Year Award recognizes a District that has identified one or more initiatives implemented to improve the health and well-being of the communities served. Districts must demonstrate that the initiative(s) implemented achieved a healthier community.

Complete the District of the Year Nomination form [here](#).

Trustee of the Year

The ACHD Trustee of the Year Award recognizes a Trustee who has made notable impacts in the District through notable, significant achievements in governance, strategic planning/partnering, stakeholder relationships, leadership and/or finance. Eligible Trustees include current Trustees and Trustees that have served since May 2016.

Complete the Trustee of the Year Nomination Form [here](#).

Please contact [Sheila Johnston](#) with any questions.

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Apply Today to Serve on an ACHD Committee!



Each year, ACHD solicits Members to participate on standing committees. The commitment is for one year and committees generally meet between 3 and 5 times per year.

The Governance Committee has started the process of constituting Board Committees for 2017-2018. Member District Trustees and Executives who have an interest in being considered for a committee assignment are requested to register their interest by completing this form, along with a brief statement of why they are interested in the committee, to [Sheila Johnston](#) by **Friday, June 16, 2017**.

NOTE: All committees meet in person at least twice annually and at various other times by conference call. In-person meetings generally meet in Sacramento; however, locations may vary.

Those who wish to continue serving on a committee must re-submit their interest forms.

To submit your interest form, please [click here](#).

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Request for Electronic Consent Forms

In order to comply with current law, we require your consent to send you electronic communication. At your convenience, please review and return the electronic consent form to me by email or fax. You may fax the form to 916.266.5201 or send by email. Access the consent form [here](#).

Please contact [Sheila Johnston](#) with any questions.

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Kurt Hahn, Friend of Northern California Healthcare Districts, Dies at 78

Kurt Hahn, Healdsburg's finance director for 22 years and author of its redevelopment agency, died on April 8. He was 78. After retiring from the city in 1999, Hahn went on to serve for 15 years on the board of directors of the North Sonoma County Healthcare District and the Healdsburg District Hospital until retiring again in 2014.

To read the full article of Kurt Hahn's life and career, please [click here](#).



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In Case You Missed It... Healthcare District News from Around the State



Petaluma teen saves a life with CPR

Thirteen-year-old Lucy Decker was at a rowing event in Oakland last month when a spectator suddenly collapsed, apparently having a heart attack. A concerned crowd of onlookers

gathered around, while one man stepped forward and started performing CPR. The problem, though, was the bystander was doing it all wrong. [Click here](#) to read the full article.

Seneca Healthcare District celebrates National Doctors' Day

The Seneca Healthcare District decided that National Doctors' Day, March 30, was a prime opportunity to recognize and thank the doctors that serve the Lake Almanor community. [Click here](#) to read the full article.

A home away from home for patients and families of El Camino Healthcare District

Amid a massive construction overhaul of El Camino Hospital's Mountain View campus, hospital officials are considering a small but compassionate addition to the plans: a home for patients to stay. [Click here](#) to read the full article.

Grossmont Healthcare District Navy veteran honored for donating organs

A U.S. Navy veteran from Spring Valley who served his country for more than 30 years also saved dozens of lives. John O'Loughlin was honored Wednesday with a flag-raising ceremony at Sharp Grossmont Hospital. [Click here](#) to read the full article.

Palomar Health offers free, healthy cooking classes

A new, free healthy cooking class launched this month at Palomar Medical Center Poway, with this month's session focused on heart-healthy eating and decreasing inflammation. [Click here](#) to read the full article.

Fallbrook Regional Health District Wellness Walk

Approximately 30 residents participated in the April Wellness Walk sponsored by Fallbrook Regional Health District (FRHD) and led by Erica Williams, SIFT LLC/Fallbrook Village Fitness. [Click here](#) to read the full article.

2017 Healthcare Heroes Award Winners Announced

The Grossmont Healthcare District is proud to announce the honorees for its 2017 Healthcare Heroes awards. The recipients are unsung volunteers of all ages and walks of life who serve in health care in San Diego's East Region community. [Click here](#) to read the full article.

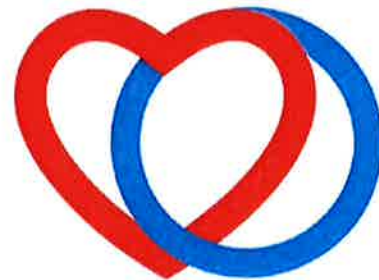
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Making the Diabetes Heart Connection

On May 3, 2017, ACHD staff attended "Making the Diabetes Heart Connection" Capitol luncheon, hosted by the [Partnership to Fight Chronic Disease](#). Research reveals that people with Type 2 diabetes are twice as likely to develop a chronic cardiovascular disease.

[Assemblymember Blanca E. Rubio](#) (D-Baldwin Park), Chair of the Assembly Health and Human Services Committee, made remarks on how diabetes impacts the State budget.

This awareness-raising event also featured professors, public health advocates, clinicians, and a patient with first-hand experience of living with both diabetes and a heart condition. To watch a video of the event's inspiring speakers, [click here](#).



The coalition debuted an interactive website to find localized data on the prevalence of diabetes and cardiovascular disease in your community: cardiodiabetesmap.com. The Type 2 Diabetes (T2D) with Cardiovascular Disease (CVD) map provides insight on the impact of T2D with CVD on the Medicare population in the United States. The interactive map allows you to investigate the prevalence of these diseases at the state, county and congressional district-

level, explore the health burden associated with these diseases, and learn about their financial impact.

ACHD continues to participate in public health and wellness discussions and looks forward to assisting Districts in their efforts to improve the health of your communities.

For more information, please contact [Annie Hohn](#) or [Zoe Kipping](#).

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Register Today for CSDA's Legislative Days

You are cordially invited to Special Districts Legislative Days

May 16-17, 2017, at the Grand Events Center in Sacramento

[Register Online Today](#)

A dynamic two-day conference, Special Districts Legislative Days (Legislative Days) provides attendees with the opportunity to hear from and interact with statewide policymakers and legislators, as well as to network and discuss district challenges with local and state elected officials. Legislative Days includes keynote addresses from California's highest office-holders, including Pedro Nava, Chair of The Little Hoover Commission, as well as moderated panel discussions with the state's leading experts covering the most pertinent issues facing each type of special district.

[Register online today](#) to attend Legislative Days.

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Join CAPP Today!



The Association of California Healthcare Districts (ACHD) is a member of Californians Allied for Patient Protection (CAPP), the coalition created to protect access to health care through California's Medical Injury Compensation Reform Act (MICRA). ACHD continues to strongly support the preservation of MICRA.

In 2014, California voters definitively rejected Proposition 46, an attempt by the trial lawyers to quadruple MICRA's non-economic damages cap. Had this ballot measure passed, California would have seen higher health care costs and decreased access to care, especially among vulnerable populations who are most in need. Despite this victory, the battle to protect MICRA continues.

ACHD is strongly urging its members to individually become supporters of the CAPP coalition.

There is **no cost** to be a member of CAPP, and you will be in good company. Seven out of 10 Board Members are already CAPP members, with more than 1,000 other organizations representing community clinics, hospitals, physicians, nurses, EMTs, labor unions, local governments, dentists and other health care providers. A complete coalition list can be found on the CAPP website at www.micra.org.

As a CAPP member, you will receive quarterly newsletters with updates on legislative activities concerning MICRA and direct access to the CAPP staff to be your one stop resource on MICRA. Additionally, CAPP holds events for legislators in their legislative district and CAPP members are invited to attend free of cost.

Please take a moment to complete and return the [CAPP Coalition Sign-Up Form](#). Thank you for endorsing this important organization and its goal to preserve MICRA.

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100 Million Healthier Lives

The 100 Million Healthier Lives (100 MHL), created by the Institute for Healthcare Improvement (IHI), is an unprecedented collaboration of change agents who are fundamentally transforming the way we think and act to improve health, wellbeing and equity. ACHD would like to provide you with information should your Healthcare District wish to join the 100 MHL Movement.



Why 100 Million Healthier Lives?

The time is right for a major leap forward in the creation of health, wellbeing, and equity. The rising tide of chronic disease, an aging population, structural inequity in health outcomes (despite advances in health care), and technology demand a fundamentally different approach, one which brings us together across sectors to address the physical, social and behavioral contributors to health together. By choosing an audacious goal -- 100 million people living healthier lives by 2020 -- that no one group can achieve alone, we are committing to unprecedented collaboration, a humble spirit of learning, innovation and improvement, and systemic change to create an equitable health and wellbeing system.



Why Healthcare Districts?

Healthcare Districts are in a perfect position to impact the health of the people they serve. They are a trusted organization in the community and have the infrastructure to reach their members. They have a great potential to change lives in the community, especially among the most vulnerable populations such as children, seniors, and socioeconomically disadvantaged. Healthcare Districts also have an obligation to give back through improving the health of their community members.

View the 100 Million Healthier Lives Movement [informational booklet here](#).

Contact [Sheila Johnston](#) with any questions or concerns.

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Resources

[Legislative Reports](#)

[ACHD Message](#)

[Certified Healthcare District](#)

[Board Self-Assessment Tool](#)

[CEO Evaluation](#)

[Partnership with Capella University](#)

Connect with ACHD on social media



ACHD, 1215 K Street, Suite 2005, Sacramento, CA, 95814 · www.achd.org



Robyn Melton <rmelton@wshcd.org>

Fwd: Membership Drives Change - April 2017

1 message

Jerry Starr <gstarr@wshcd.org>

Fri, Apr 28, 2017 at 10:55 AM

To: Robyn Melton <rmelton@wshcd.org>, Eric Cooper <truevalue@bak.rr.com>

Robyn for the May Board Packet. Eric do we want to "push out" to Board for Committee membership interest?

Jerry

Gerald A. Starr, MPH, FACHE

Executive Director

West Side Health Care District

119 Adkisson Way

Taft, CA 93268

661-765-7234

Mobile: 661-619-7006

gstarr@wshcd.org

Please note that my email was recently changed so please use gstarr@wshcd.org for all future correspondences.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. Please notify the sender immediately by e-mail if you have received this e-mail in error and delete this e-mail from your system.



----- Forwarded message -----

From: **Association of California Healthcare Districts** <sheila.johnston@achd.org>

Date: Fri, Apr 28, 2017 at 8:02 AM

Subject: Membership Drives Change - April 2017

To: starga@bak.rr.com

Membership Drives Change

AN ASSOCIATION OF CALIFORNIA HEALTH DISTRICTS NEWSLETTER

April 2017

ACHD members are leading a transformation of our association to meet the unique needs of Health Care Districts in today's challenging health care environment.

Our new "Membership Drives Change" newsletter highlights the services and support ACHD offers that empower Districts to drive change in their communities.

Member Engagement Matters

- ACHD's Board of Directors has completed their comprehensive review of the Association Bylaws and has recommended a set of amendments to modernize and transform the operations of the Association to better meet the needs of Healthcare District Members. Now, the recommendations go to the full membership for approval. This process affords ample opportunity for Districts to weigh in on the bylaws and help shape ACHD for the future! ACHD staff will be coordinating a series of webinars to ensure every ACHD Member have the opportunity to review, understand, and make their District's voice heard on the proposed updates. The Association has requested that Members [appoint delegates](#) to cast ballots during the election; the webinars will also give Districts a chance to understand and have a meaningful role in this election process. To register for the webinars, [click here](#).
- ACHD's Advocacy Committee is actively engaged with ACHD's Advocacy Team to advance Healthcare District's legislative priorities. At the last Advocacy Committee meeting, advocates reported that they are actively lobbying on 31 measures and watching 38 measures. To view the current Legislative Reports, [click here](#).
- ACHD's Advocacy Committee Chair, Howard Salmon (Trustee-Fallbrook Regional Health District) presented Senator Ben Hueso (D-San Diego) and Assemblyman Jim Wood (D-Healdsburg) as Legislators of the Year during our Annual Legislative Day. Senator Hueso authored legislation in 2016 to provide design build authority to specific Healthcare Districts. Assemblyman Wood successfully authored legislation to provide Critical Access Hospitals with the authority to directly employ physicians.



Senator Ben Hueso

Assemblyman Jim Wood

- ACHD's Education Committee has secured a full speaker line-up for our 65th Annual Meeting! The Committee is excited about some new features of our 2017 program. This year, the Committee is excited to introduce a Women's Leadership Breakfast and enhanced wellness activities planned throughout the conference. Registration will be open very soon.
- 2017-18 Committees are forming now! Being a part of ACHD's committees give your District a chance to shape ACHD's priorities and be a part of our exciting transformation. If you wish to serve on a committee, please [complete this form](#).
- ACHD hired Andrea Lopez as a contracted Data Analyst to collect a comprehensive data set on each Healthcare District. Andrea Lopez is a doctoral student at the University of California, Merced, studying Public Health and will began her work in late April. Andrea

West Side Health Care District Mail - Fwd: Membership Drives Change - April 2017
will compile data relating to communities served, types of services a District provides, financials, transparency practices, and election data.

Expanding Member Services



The Member Services Team is collaborating with the Stanford Health Improvement Program on wellness initiatives for Healthcare Districts such as 100 Million Healthier Lives campaign and Stanford Prevention Research Center's WELL for Life study.

The Association is genuinely excited that we will be able to offer our Members programs and opportunities that promote wellness and healthy living across communities.

Our Members will have the opportunity to participate in innovative programs and studies. Stay tuned for more information!

Advocacy in Action

ACHD's Advocacy Team met with 11 Legislators and their staff to discuss specific legislation and issues pertaining to Healthcare Districts. The Advocacy Team also testified in 2 legislative policy committees in the last month, and sent 31 letters of support or opposition on the Association's behalf. The Advocacy Team continues to position ACHD as the leading voice for all Healthcare Districts.

Please contact [Sheila Johnston](#) with questions.

www.achd.org



ACHD, 1215 K Street Suite 2005, Sacramento, CA 95814

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Sent by sheila.johnston@achd.org in collaboration with

Constant Contact

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Robyn Melton <rmelton@wshcd.org>

CSDA e-News: CSDA Sponsored Legislation Receives Unanimous Bipartisan Support

1 message

Neil McCormick <neilm@csda.net>
Reply-To: cassyndras@csda.net
To: rmelton@wshcd.org

Tue, May 16, 2017 at 5:00 AM

If you are on a mobile device or want to view this as a web page, please click here.
To ensure receipt of our email, please add CSDA@informz.net to your address book.
Please do not reply to this automatic e-mail.



May 16, 2017

CSDA Sponsored Legislation Receives Unanimous Bipartisan Support



CSDA sponsored legislation, [AB 979](#) (Lackey) passed out of Assembly Local Government Committee last week on a unanimous bipartisan vote.

The bill simplifies the process for obtaining special district representation on local agency formation commissions. The Committee amended AB 979 to clarify the process established by the bill. AB 979 will be referred next to Assembly Appropriations Committee for further review. Read CSDA's [Fact Sheet](#) for more information, and please contact CSDA Legislative Representative Rylan Gervase at rylang@csda.net with questions.

<p>NEED FINANCING?</p> <p>CSDA Finance Corporation</p> <p><i>CLICK HERE to get a free quote!</i></p>	<p>SDRMA</p> <p>Property/Liability Workers' Comp & Health Benefits</p>
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<p>CALTRUST</p> <p>POOLED INVESTMENT FUNDS FOR LOCAL AGENCIES</p>	<p>CSDA Career Center</p>
--	----------------------------------

For the CSDA District Purchasing Card, go west.

BANK OF WEST

Over 200 Special District Leaders Meet with State Legislators

Today, over 200 special district leaders will visit the State Capitol to participate in Special Districts Legislative Days. At this two-day conference, special district officials meet with state legislators and hear from state leaders about the latest issues impacting local government. Attendees will network with fellow leaders, participate in legislative and policy panels, and hear from keynote speakers Senator Ed Hernandez and Little Hoover Commission Chair Pedro Nava.

Follow along with us @SpecialDistrict on [Facebook](#) and [Twitter](#) to receive updates on capitol visits, watch live reports, and more. Share your favorite moments with us

EDUCATION CALENDAR

May 23
Governments Engaging Youth

@SpecialDistrict using the hashtag #LegislativeDays2017 throughout the event. We will see you soon!

Governor Releases Revised State Budget Proposal

On May 11, Governor Jerry Brown released his May Revision for the 2017-18 State Budget. The Governor's message emphasized a cautious approach to state spending, citing concerns about losing billions in federal health care funding if the Affordable Care Act is repealed by Washington, and the likelihood of an economic downturn that would affect state revenues given that California's current recovery is two years short of being the longest on record. [Read more...](#)

PROFESSIONAL DEVELOPMENT

Webinar: Ask the Experts - Energy Project Financing

Presenter: CSDA Finance Corporation

When: June 9, 2017 from 10:00 – 11:00 a.m.

Join us for this FREE webinar to help you learn how to create a sustainable way to manage your districts energy load and reduce costs. The CSDA Finance Corporation has put together a panel of financing consultants and industry experts to discuss the different techniques for financing your district's energy efficiency/renewable project, including traditional tax-exempt leases, clean renewable energy bonds (CREBS), and rebate programs.



Click [here](#) to download a registration form for this webinar.

MEMBER SERVICES

Now Available for Preorder: Updated CSDA Sample Policy Handbook

Our collection of over 100 newly reviewed and updated policies includes policies for board and board meetings, administration and financial management, and personnel. This new edition is delivered on a USB drive in an editable format to allow you to customize your policies and make them your own. Purchase includes a subscription to receive on a quarterly basis a digital copy of any new or updated policies through 2018. While all sample policies have been vetted by CSDA Business Affiliate law firms, we recommend your district seeks legal counsel to ensure compliance with applicable laws. Visit the online [CSDA Bookstore](#) for more information or contact [Member Services](#) to request a table of contents.

DISTRICT PRESS

Career Compass: I'm Not Ready!

The International City/County Management Association (ICMA) Coaching Program recently published its 55th Career Compass column entitled "I'm Not Ready!" which provides valuable suggestions on gaining the confidence to land an executive management position. If you have missed these articles on leadership and career development topics, we encourage you to check it out.

You can view all of the Career Compass columns [here](#).

Open Space Authority Acquires Historic Property in Santa Teresa

Webinar

May 24

Beyond the Basics:
Implementing Funding
Sacramento

May 25

Anatomy of a CalPERS Audit
- What to Know Now

Webinar

June 6

Required Harassment
Prevention Training for
Staff/Board

Webinar

June 9

Ask the Experts: Energy
Project Financing

Webinar

June 14

Public Records Act, Records
Retention & Digital

Workplace

Camarillo

June 25

2017 General Manager
Leadership Summit

Newport Beach

July 9

2017 Special District
Leadership Academy
Conference

Napa

EMPLOYMENT AND RFPS

Listed below are the most recent positions posted to CSDA's Career Center:

Deputy Board Secretary I/ II |
West Basin Municipal Water
District

General Manager- Full Time
Exempt Employee | Channel
Islands Beach Community
Services District

General Manager |
Sacramento Suburban Water
District

Foothills



The Santa Clara Valley Open Space Authority has purchased a historic 51.78-acre open space property in the Santa Teresa Foothills from the Pfeiffer family, who settled on the land 146 years ago. The Santa Teresa Ridge parcel, marked by unique rock outcroppings and extensive valley views, sits on the southern edge of the Santa Teresa Foothills in the City of San José. Located above the Greystone neighborhood near the Boulder Ridge Golf Course, the former agricultural parcel is rich in Santa Clara Valley history including the Greystone

Quarry site.

"The Open Space Authority is excited to protect this history-rich land in the Santa Teresa Foothills," said Andrea Mackenzie, General Manager. "This acquisition brings us another step closer to creating an interconnected system of open space, parks, and trails and will provide new opportunities to connect communities with nature." [Read more...](#)



[Organizational Performance Program Manager | Union Sanitary District](#)

[Facilities Maintenance Helper | San Juan Water District](#)

To view all job opportunities, please visit the [Career Center](#).

Open RFPs and RFQs:

RFP - Website Design & Development

RFQ - On-Call Sanitation Engineering Consulting Services

RFP - Audit Services

View and download open RFPs and RFQs at the [RFP Clearinghouse](#).

For information on posting an RFP/RFQ or job opportunity, please call [877.924.2732](tel:877.924.2732).

Special District Administrator Renewals

Congratulations to Karl Drexel with the Amador Regional Sanitation District, Kimberly Thomer with the Olivenhain Municipal Water District, and Pete Kampa with the Saddle Creek Community Services District for renewing their Special District Administrator Certifications through the [Special District Leadership Foundation](#). Certification programs are a way for professionals within a field to affirm - to their customers, to their board of directors, and to themselves - that they are competent and experienced in their profession.



For more information on SDLF, the [SDA Certification Program](#), exam dates, and more, contact Beth Hummel, program assistant, at (916) 231-2939 or by email at bethh@sdlf.org.

Connect with CSDA on Facebook and Twitter!

Are you connecting on Facebook and Twitter? If so, connect with CSDA! Get important updates on legislative issues, professional development offerings, and member services by liking [California Special Districts Association on Facebook](#) and following [@specialdistrict](#) on Twitter!



California Special Districts Association

1112 I Street, Suite 200, Sacramento, CA 95814
Phone - [877.924.2732](tel:877.924.2732) Fax - [916.442.7889](tel:916.442.7889)

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Join the CSDA Board!

1 message

Neil McCormick <neilm@csda.net>
Reply-To: bethh@csda.net
To: gstarr@wshcd.org

Wed, May 3, 2017 at 9:00 AM

If this email does not display properly, please view our online version.
To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



Represent the Coastal Network and Join the CSDA Board of Directors

In February, nomination information and forms were mailed to every CSDA voting member agency. The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered three-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing located within the geographic network they seek to represent.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the state administration.

Commitment and Expectations:

Attend all Board meetings, held every other month at the CSDA office in Sacramento.

Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).

Attend CSDA's two annual events: Special Districts Legislative Days (*held in the spring*) and the CSDA Annual Conference (*held in the fall*).

Complete all four modules of CSDA's Special District Leadership Academy within two years.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the Nomination Form.**

The deadline for receiving nominations is May 19, 2017. Nominations and supporting documentation may be mailed, faxed, or emailed.

CSDA will mail ballots on June 2. The ballots must be received by CSDA no later than 5:00 p.m. August 4,

2017. The successful candidates will be notified no later than August 8. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September 2017.

Expiring Terms (Seat C, 2018-2020 term)

Northern Network: Fred Ryness, Burney Water District*

Sierra Network: Pete Kampa, Saddle Creek Community Services District*

Bay Area Network: Stanley Caldwell, Mt. View Sanitary District*

Central Network: Sandi Miller, Selma Cemetery District*

Coastal Network: Vincent Ferrante, Moss Landing Harbor District*

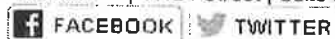
Southern Network: Arlene Schafer, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-2732 or bethh@csda.net.

[Get Started >>](#)

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814



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