

**THE HEFFERNAN MEMORIAL HEALTHCARE DISTRICT MET IN REGULAR SESSION ON THE 7th OF AUGUST 2019 AT 608 HEBER AVE. CALEXICO, CA. CITY OF CALEXICO ON THE DATE, HOUR AND PLACE DULY ESTABLISHED OR THE HOLDING OF SAID MEETING.**

**TO CALL ORDER:**

The meeting was called to order at 5:30p.m. by Gloria Romo and Mr. Valdez led those present in the pledge of allegiance.

**ROLL CALL-DETERMINATION OF QUARUM:**

Chairperson	Gloria G. Romo
Vice Chairperson	Rodolfo Valdez
Secretary	Norma M. Apodaca
Chief Financial	Gloria Grijalva
Trustee	Hector Martinez

**GUESTS:**

Tomas Virgen-Executive District Manager  
Eduardo Rivera- Attorney  
Brenda Ryan-Board Clerk  
Tony Pimentel-Public Relations

**APPROVAL OF AGENDA:**

Motion was made by Board Member Valdez and second by Board Member Martinez to approve the agenda for August 7, 2019. Motion passed by the following vote wit:

AYES: Romo, Valdez, Apodaca, Grijalva, Martinez

NOES: None

**PUBLIC COMMENT TIME:**

None

**REPORTS ON MEETING AND EVENTS ATTENDED BY DIRECTORS AND AUTHORIZATION FOR DIRECTOR ATTENDANCE AT UPCOMING MEETINGS AND EVENTS/DIRECTORS COMMENTS**

None

**REPORTS BY ALL HMHD COMMITTEES**

Mr. Virgen reported that the planning committee met and that was Mr. Martinez. That meeting had to do with the 400 Mary site. They discussed the process that they had. It was suggested that we really consider getting an architect person and then consider then doing an RFP because we have no schematics of the building and it was a fair request. What they want to do and he spoke with Mr. Rivera letter of interest, like a request for interest. We are going to send it out to local architects and send it as far as we want of

interest and right away eventually to pick one. The planning committee will review all that are interested and we they will pick the one that they believe is best and bring it to the board for their approval. That would be the contract to do the design. Mr. Rivera will have that letter of interest for the next meeting. They also talked about the sites in the city. He contacted three different realtors and two of them kind of flaked out and the other one couldn't respond to him. So he went to a local service and they picked one and they started talking to this person already and they are sending him a list of all the local sites. What he is going to do is schedule morning and going to see all the sites put them on a map and he is going to send it to someone he knows Steven Russo, he is the expert in health clinics. That way we can say here are the clinics we believe qualify for health clinic and then we are going to need everybody's support. The city supports and the Assemblyman support so hopefully we can get a waiver. Once we decide which the opportunities that fit that model are then we can start looking at that purchase. Mr. Valdez asked on the architect what are the criteria we are going to use to pick on. Mr. Virgen replied that we are going to ask for is a list the projects they have done in last 2 years and we can ask for 1 or 2 references and we can call them to ask some questions.

#### **COMMENTS BY TONY PIMENTEL**

Mr. Pimentel presented to the board the marketing for promotion for the fiscal year for 19-20. What he presented to the board was the most accurate of what we need to buy and right now we don't almost have anything for promotions. He presented a list of promotional items and prices for the board, he listed the events we would like to provide and he listed the TV channels that promote for the district. Program #1 is for \$39, 860 and program #2 is for \$49,559.00. Board Member Grijalva feels that we should stick to program #1. This item will be placed on the agenda for the next meeting.

#### **COMMENTS BY EXECUTIVE DISTRICT MANAGER:**

Mr. Virgen reported that for the last couple of years we have been paying for an answering service and he thinks it is unnecessary. So we are going to cancel the service. He bought an answering service. We do get 1 or 2 messages a day and sometimes it is the wrong number. In reality we are paying for something that we don't use. He will be setting up the machine tomorrow. The other thing is that he is setting up the little office and it is going to be his office. He is also looking into buying new chairs for the board and he is looking into chairs for the public because the chair we have now are garden chairs and they are a bit uncomfortable but we will look into that and bring that back to the board. We have some repairs that we have been doing and wants the board to know that it has been a challenge finding a handyman locally and we have been trying to put the display board outside for the agenda. One half will be for the agenda and the other half will be for promotional items. We are also going to repair the fence that broke the day of the wind. He has been working with LAFCO and they had requested an expanded detail 5year plan. He started the plan and he is almost done with it. He is going to be working on a sign for the door with business hours. He would like to have an assistant doing day hours preferably between 9-1 just a half time person minimum wage. Just to have someone answer phones etc. and he will bring that back.

#### **COMMENTS BY GENERAL COUNSEL:**

Mr. Rivera presented the contracts that the board approved for review and signature of the president. He included a \$15 hundred dollar figure for Rosario but he knows that Mr. Apodaca wanted to discuss that to whether or not it was 15% or 10% increase but the contract that is there is for 15 hundred. Mr. Virgen informed Mr. Rivera that in his notes he had that the increase was for \$100.00 more a month that he even

remembers making a joke that for that much you can even afford a dinner at Rosa's plan food. He knows that it was inappropriate but what he was trying to clarify is that it was a \$100.00 and he took a note of that. That is what he wrote down. Board Member Apodaca does not remember but she remembers hearing Mr. Valdez saying \$100.00 but she thought that Mr. Martinez 2<sup>nd</sup> her motion of the 10% increase and she remembers in her mind is that Mr. Martinez who 2<sup>nd</sup> her motion for 10% increase for Rosario and also it was an agreement with Mrs. Grijalva but there was a confusion because there was no note. Mr. Virgen explained to Mrs. Apodaca that at the end the motion that was made for the increase of \$100.00 a month. Mr. Valdez and Mrs. Romo also have the same notes as Mr. Virgen.

### **INFORMATION ITEMS:**

1. Update on 400 Mary Ave.

This item was already covered under Mr. Virgen's comments.

### **DISCUSSION/ACTION ITEMS:**

1. Discussion and/or action on establishing a board policy for payment of grant proposals at the end of each service month.

Board Member Apodaca informed the board that it was suggested that if it was convenient for us to pay our grants in advance or pay at least 50% or pay in full at the end of the month when everything is done. It was suggested to pay at the end but then it was also suggested by Mrs. Grijalva to give 50% in advance at the beginning to help them start. Mrs. Grijalva did talk to Rosario and Rosario informed her that it would be harder to keep it dull so now she is suggesting keeping it at the end.

Mr. Martinez thinks that the way things are running right now is okay but what we have to stop doing is quote and quote is forgiving people for misuse of funds. Like in this case with this thing that happen with Proactive they are technically paying back the money but it shouldn't be that way. He thinks that if they misuse the funds we should not look the other way.

Mr. Valdez agrees with Mr. Martinez.

Mr. Pimentel suggested that it would be good that when you have all these people asking for grants to have an orientation meeting to know what is expected and then from them they will know it will be good or not to apply.

Mr. Virgen wants to table this item because he wants to make sure that the first thing we fix is the way we do our contracting.

Motion was made by Board Member Apodaca and second by Board Member Martinez to table this item for the future. Motion passed by the following wit:

AYES: Romo, Valdez, Apodaca, Grijalva, Martinez

NOES: None

### **ITEMS FOR FUTURE AGENDA:**

Proactive

**CLOSED SESSION:**

No action was taken in closed session.

**ADJOURNMENT:**

With no future business to discuss Board unanimously made motion to adjourn the meeting at 7:11 p.m.

All in favor.