

PAJARO VALLEY HEALTH CARE DISTRICT

BOARD OF DIRECTORS

SPECIAL MEETING AGENDA

Virtual/Teleconference Only

5:00 PM

ZOOM LINK <https://us06web.zoom.us/j/85034000696>

TELEPHONE +1 669 900 6833 WEBINAR ID: 850 3400 0696

85 Nielson Street, Watsonville CA

April 25, 2022

Agenda documents are available for review in person at the office of the Clerk of the Board, Government Center, 5th Floor, 701 Ocean Street, Rm 520; and electronically on the District's website, at: PVHCD.org

To view online, visit the Board's website at: PVHCD.org. Select the meeting date to view the agenda and supporting documents.

Written comments must be received before 4:00 p.m. the day of the meeting to be included with agenda materials. Comments received after 4:00 p.m. on meeting day will be included in the minutes record. For additional information, call the Clerk of the Board's office at 831-454-2323 (TTY/TDD call 711).

CONSENT AGENDA

Consent items include routine business that does not call for discussion. One roll call vote is taken for all items. Only a Board Member may pull items from Consent to Regular agenda. Members of the public must request that a Board Member pull an item from the Consent Agenda prior to the start of the meeting. Staff is available to address public concerns Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRANSLATION SERVICES/SERVICIOS DE TRADUCCION

Spanish language translation is available on an as needed basis. Please make advance arrangements at Clerk of the Board, Room 520, 701 Ocean St., Santa Cruz; or by telephone at (831) 454-2323.

Las sesiones de la Mesa Directiva pueden ser traducidas del inglés al español y del español al inglés. Por favor haga arreglos anticipadamente con la Secretaria de la Mesa Directiva de los Supervisores en el cuarto número 520, 701 Ocean St., Santa Cruz; o por teléfono al número (831) 454-2323.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs, or activities. If you are a person with a disability and wish to participate in the meeting and require special assistance in order to participate, please contact the Clerk of the Board at (831) 454-2323 [TDD: call 711] at least 72 hours in advance of the meeting to make arrangements.

Persons with disabilities may request a copy of the agenda in an alternative format.

**Pajaro Valley Health Care District – Board of Directors
Public Participation Guidelines**

PUBLIC COMMENT

Participating by Phone:

To address the Board, dial the telephone number provided and you will be prompted to enter the meeting ID number. After that, you will be able to listen to the meeting and speak during public comment as announced by the Chair. The Clerk will call on people by the last four digits of their phone number.

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

Participating online via Zoom:

You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.

You will be asked to enter an email address and name. **Please identify yourself by name** as this appears online and is how we notify you when it is your turn to speak.

When the Board Chair calls for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.

When called, please limit your remarks to the time allotted.

RELATED CORRESPONDENCE 

Written comments on agenda items may also be submitted to the Board by email or US Mail

Email: info@pvhcd.org

- ✦ Emailed documents may take up to 24 hours to be posted
- ✦ Please include the agenda item number

U.S. Mail:

PVHCD Board of Directors
c/o Clerk of the Board
701 Ocean Street, Room 520
Santa Cruz, CA 95060

Comments received after 4 p.m. the day of the meeting and before the end of the meeting will be included with the minutes record. General comments not related to topics on the agenda will be included with the next Written Correspondence Listing.

For the latest COVID-19 updates,
please visit the County Health
Services Agency website at:

<http://santacruzhealth.org>

*Published in PDF, and available online at:
PVHCD.org

INTRODUCTORY ITEMS

1. **CALL TO ORDER**
2. **CONSIDERATION OF LATE ADDITIONS TO THE AGENDA**
3. **PUBLIC COMMENT**

Any person may address the Board during its Public Comment period. Speakers must not exceed two (2) minutes in length, or the time limit established by the Chair, and individuals may speak only once during Public Comment. All Public Comments must be directed to an item listed on today's Special Meeting Regular Agenda. Public Comments will normally be received by the Board for a period not to exceed thirty (30) minutes. If, at the end of this period, additional persons wish to address the Board, the Public Comment period may be continued to the last item on the agenda.

REGULAR AGENDA

4. **SELECTION OF CHAIRPERSON AND SECRETARY FOR 2022**
Recommended Action:
Select a Chairperson and Secretary of the Board to serve for the remainder of 2022.
5. **BOARD MEMBER AND STAFF ANNOUNCEMENTS AND REQUESTS TO PLACE ITEMS ON A FUTURE AGENDA**
6. **ADJOURNMENT**

Special Meeting Agenda Item 4

From: Interim District Administrative Staff

Subject: Selection of Chairperson and Secretary for 2022

Meeting Date: April 25, 2022

Recommended Action

Select a Chairperson and Secretary of the Board to serve for the remainder of 2022.

Executive Summary

The Board is legally required to select a permanent Chairperson and Secretary for the remainder of 2022.

Background

The Chairperson and Secretary are required officer positions for the District. The Chairperson manages the conduct of business at Board meetings, solicits motions, calls for votes, and oversees the flow of the agenda. The Secretary will have additional duties that will be identified in the District Bylaws, including acting as the Vice-Chairperson and executing the Chairperson's duties in their absence.

Any Board member is eligible for these positions, including interim Chairperson Friel and interim Secretary Nájera.

Analysis

Health and Safety Code Section 32100.001 states that the Board of Directors shall meet "on the first Monday subsequent to 30 days after the completion of organization of the district and shall organize by the election of one of their members as chairperson or president and one as secretary." Here, the District was organized on March 22, 2022, when the Board of Supervisors appointed the Board members to their respective positions. At its first meeting on March 24, 2022, the Board appointed an interim Chairperson and Secretary so it could begin work immediately. It is now necessary to select a permanent Chairperson and Secretary to serve for the remainder of 2022.

Staff is currently working on draft Bylaws that we hope to present to the Board for consideration in the near future. The draft Bylaws identify the duties of the Chairperson and Secretary as set forth below. These duties are presented "in concept" only, as the Board will have the opportunity to amend or refine these duties when it adopts its Bylaws.

The Chairperson shall:

- (a) Preside over all the meetings of the Board.
- (b) Be responsible for coordination and liaison with Watsonville Community Hospital, community groups and public agencies, and residents served by the District.
- (c) Be responsible as the Board's liaison with the District's executive officer and the Hospital operator for the implementation of Board direction and policies, and for input sought by the District executive officer and the Hospital operator into the proper implementation of Board direction and policies.
- (d) Signs as Chairperson, contracts, conveyances and other instruments in writing and checks on the funds of the District as the Board shall authorize or direct the Chairperson to sign.

- (e) Be responsible for coordination and liaison with District legal counsel, auditors, and consultants when direct Board oversight of matters pertaining to such consultants is appropriate.
- (f) Designate members of the Board to undertake special responsibilities and to report to the Chair on those activities as directed.
- (g) Coordinate with the District executive officer on issues such as:
 - (i) Utilization of legal counsel and conduct of legal affairs.
 - (ii) Preparation of Board agendas and meeting planning consistent with Board policies.
 - (iii) Service as an alternate, or appointment of another Board member as an alternate, at committee meetings, if able, upon the absence of a Committee member.
- (h) Perform other duties as pertain to the office as prescribed by the Board.
- (i) Appoint members of standing and formal ad hoc committees subject to prior or subsequent confirmation or ratification by the Board.
- (j) Represent the Board at official functions, when necessary, serve as a spokesperson for the Board regarding board actions, and keep the Board promptly informed of these occasions.

The Secretary of the Board shall:

- (a) Perform the duties of the Chairperson in the Chairperson's absence or inability to serve.
- (b) Be responsible for administrative oversight of all correspondence, financial records, reports, and minutes of every Board meeting, and to ensure that same are properly kept and maintained at the District Office.
- (c) Be responsible for overseeing that all resolutions of the Board are properly recorded and are maintained at the District Office, separately from the Board minutes.
- (d) Be responsible for overseeing the timely distribution of all notices required by law or by these Bylaws.
- (e) Be responsible for overseeing that the seal of the District is in safekeeping at the District Office and is used under the direction of the Board.
- (f) Perform other duties as pertain to the office as are prescribed by the Board.

Financial Impact

There is no financial impact associated with this item.