

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)
BOARD OF DIRECTORS MEETING
BOARD ROOM
Thursday, May 23, 2024
2:00 pm**

CALL TO ORDER

Kathy Flaherty, Chair, called the meeting to order at 2:00 pm.

ROLL CALL

Board Members Present: Gary Bacom, Zone 1; Buffy McDaniel, Zone 2; Kathy Flaherty, Chair, Zone 3; Al Peterson, Secretary/Treasurer, Zone 4 and Bob Boesch, Vice Chair, Zone 5

Others Present: Kory Billings, CEO; Fily Cale, Executive Assistant and Thomas Ebersole, Legal Counsel

Absent: Dawnita Castle, CFO Ex officio

APPROVAL OF AGENDA

A motion was made / seconded, (Bob Boesch / Gary Bacom) to approve the May 23, 2024 agenda as presented. Motion carries.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A. Approval of April 25, 2024 Board of Directors Meeting Minutes, Exhibit 1

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to approve the April 25, 2024 Board of Directors Meeting minutes as presented, Exhibit 1. Motion carries.

FINANCIAL REPORT

A. Approval of April 25, 2024 Finance Committee Meeting Minutes, Exhibit 2

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to approve the April 25, 2024 Finance Committee minutes as presented. Motion carries.

B. April District Financials, Exhibit 3

Kory Billings reported that BMHD had a total net loss before depreciation of \$30,456 for the month compared to a gain of \$729,924 last year. Net income after depreciation was a loss of \$99,219. As he shared with the Finance Committee, a lot of that dealt with the loss of investment that came from last year.

April Operating Cash Balance was \$4,232,431 and Days Cash on Hand increased to 482 days compared to 471 days in March.

We are expecting some large payments to go out that were approved prior to Kory Billings becoming CEO, jobs were done throughout the Castle facility under Mr. Lujano's time. When the fire system was tested, some of the doors were not shutting and other doors had never shut because they were not equipped to shut. Johnson Controls came out were able to fix all these issues. Some checks had been cut but were kept in the safe until all supporting documentation had been received and matched to the appropriate job and are now going out. Johnson Controls has been doing multiple projects at the Castle facility and this had become quite daunting for a while.

C. April Payroll, Electronic Payments & Check Register, Exhibit 4

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to approve and accept the April total payroll in the amount of \$12,346.47; total accounts payable of \$76,621.57 for a grand total distribution of \$887,968.04, Exhibit 4. Motion carries.

CHIEF EXECUTIVE OFFICER REPORT

A. Facilities Report

Kory Billings reported that there are many projects going on that are being concluded and getting off the books. We're finalizing details on the fire sprinkler system, Johnson Controls had to re-pipe the fire sprinklers as they had hit and crushed the sewer main that fed into the air museum. We're waiting for the final invoice as it came down to BMHD having a third party, Johnson Plumbing do the work, and this will be deducted from the original Johnson Controls invoice.

The boardroom is 99% complete, flooring is complete, painting and ceiling lights were replaced. Baseboards still need to be put up, artwork, which should help with the echoing and window coverings. The bathroom door also needs to be aligned to close properly.

We have Guardco Security Services here at the Bloss site from 6am to 7pm Monday through Friday along with three vehicle patrol checks during the night. At the Castle site there is security from 1pm to 9pm Monday through Friday; 10am to 6pm on Saturdays and 12pm to 5pm on Sundays. BMHD did this many years ago due to staff members going out after dark.

The next budget will have a recommendation to remove the security guards at each location, which will be roughly a \$20,000 to \$25,000 monthly savings and the savings would allow us to upgrade the exterior camera system to something better. Security is not here to protect the buildings, which is what BMHD is responsible for. The only staff BMHD is responsible for is

the CEO and Executive Assistant and neither has experienced that they have felt unsafe. If a tenant wants security, the tenant is welcome to get security.

Alfonse Peterson mentioned that there was an item on the financials pertaining to property insurance, about \$30,000. Kory Billings will get clarification from Dawnita Castle, CFO. We currently have BETA Healthcare Group for our insurance, which he has renewed. He also had Doug Fluetsch review the BETA policy and Doug Fluetsch recommended staying with BETA.

B. Banking Update

We are still in the transition phase from Westamerica Bank to PNC Bank. Dawnita Castle, CFO, is recommending that we stay with Westamerica until June 20, 2024, the end of the fiscal year. As shared with the Finance Committee, we did receive \$2,000 plus in interest at PNC Bank from the money we had already transferred over.

C. Staffing Report

We are still seeking a part-time handyman-maintenance person. Although he along with Fily Cale are getting pretty good at putting furniture together, hauling out trash, etc. He is optimistic that we'll find someone. We're competitive with our price range in that market.

We received a request from Castle Family Health Centers that they are considering adding to their lease space. We forwarded a floor map and asked them to please highlight the space they specifically would want so that we have exact square footage.

OLD BUSINESS

None.

NEW BUSINESS

A. Approval of FYE 2024 Independent Audit RFPs, Exhibit 5

Kory Billings stated that after the packet had gone out, we did receive another RFP, it did come in timely from WIPFLI, LLP.

Five RFPs went out and two were received. RFPs received are from JWT & Associates, LLP in the amount of \$9,500 and WIPFLI, LLP in the amount of \$20,000 for 2024, \$21,000 for 2025 and \$22,000 for 2026 along with \$1,000 to \$1,100 for out of pocket, processing and software fees, not to exceed 5% of professional fees.

The Finance Committee accepted the staff's recommendation to go with JWT & Associates at \$9,500 for FYE 2024 Independent Audit, Exhibit 2a. Motion carries.

A motion was made / seconded, (Bob Boesch / Alfonse Peterson) to approve and accept the recommendation to go with JWT & Associates at \$9,500 for FYE 2024 Independent Audit, Exhibit 5. Motions carries.

B. Approval of Resolution 2024-1 Consolidation of District Election with General Election, Exhibit 6

Fily Cale presented Resolution 2024-1 Consolidation of District Election with General Election for approval. The resolution includes necessary verbiage, which applies to the district. BMHD has two governing seats and a short-term seat in the upcoming election. Incumbents are Buffy McDaniel, Zone 2; Alfonse Peterson, Zone 4 and short seat is Gary Bacom, Zone 1, as he was appointed in January 2024.

She will forward to the Registrar of Voters, the approved resolution, Incumbent List with corrections, completed Notice of Election and current District Boundary Map signed by Kory Billings, CEO.

A motion was made / seconded (Gary Bacom / Bob Boesch) to approve Resolution 2024-1 Consolidation of District Election with General Election, Exhibit 6. Motion carries.

BOARD MEMBER REPORTS

Kathy Flaherty thanked Fily Cale and Kory Billings for their hard work in the past weeks to get ready for our open house and ribbon cutting today.

We've had a lot of questions from the public asking what's going on at the facility. This is a good opportunity for any future tenants to see the facility. We sent out 125 flyers, not to mention Facebook and word of mouth. The caterer did a fantastic job.

APPOINTMENTS / CEREMONIAL MATTERS

Today we will be hosting an open house and ribbon cutting from 4pm to 6pm.

NEXT MEETING DATE

The next Board of Directors meeting will be held on Thursday, June 27, 2024 at 2:00 pm in the Board Room.

AGENDA FOR CLOSED SESSION

None.

ADJOURNMENT

As there was no further business, the meeting adjourned into recess at 2:36 pm.

The meeting reconvened at 4pm

Roll Call: Bob Boesch, Buffy McDaniel, Kathy Flaherty and Alfonse Peterson

Meeting adjourned into recess at 4:05 pm

The meeting reconvened at 5:55 pm


Roll Call: Bob Boesch, Buffy McDaniel, Kathy Flaherty and Alfonse Peterson

As there was no further business, the meeting was adjourned at 6:00 pm.

Respectfully Submitted,



Fily Cale
Executive Assistant



Alfonse Peterson
Board Secretary