

**NOTICE AND AGENDA OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
MENDOCINO COAST HEALTH CARE DISTRICT**

Tuesday, April 6, 2021

6:00 P.M. Open Session

Meeting via Zoom Conference

Time: Apr 6, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97189872782?pwd=M09oWitDUjdaU3lnbHB2S3dBR1dyZz09>

Meeting ID: 971 8987 2782

Passcode: 268225

One tap mobile

+16699009128,,97189872782#,,,,*268225# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 971 8987 2782

Passcode: 268225

Find your local number: <https://zoom.us/u/aeqhuz7PUH>

PLEASE TAKE NOTICE a Regular Board of Directors meeting has been called for Tuesday April 6, 2021 at 6:00 pm. **This meeting will be held via Zoom Conference only in order to reduce the risk of spreading coronavirus (COVID-19) and pursuant to the Governor’s Executive Orders N-25-20 and N-29-20.**

No physical location from which members of the public may observe the meeting and offer public comment will be provided.

CONDUCT OF BUSINESS:

1. **6:00 P.M. OPEN SESSION CALL TO ORDER-** Ms. Jessica Grinberg,
Chair

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

This portion of the meeting is reserved for persons desiring to address the Board of Directors on any matter which the District has jurisdiction. You may state your name and address for the record. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation but can seek clarification to points made in your presentation or comments.

BROWN ACT REQUIREMENTS: Pursuant to the Brown Act, the Board of Directors cannot discuss issues or take action on requests during this comment period.

4. **APPROVAL OF THE AGENDA:** Ms. Jessica Grinberg, Chair

5. **INFORMATION/ACTION:** Report regarding organization of District office (space, staffing and budget): Board Treasurer **TAB 1**

6. **FUTURE AGENDA ITEMS:** Ms. Jessica Grinberg, Chair

7. **PUBLIC COMMENTS**

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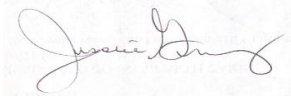
8. **COMMENTS FROM BOARD OF DIRECTORS**

9. **ADJOURNMENT:** Ms. Jessica Grinberg, Chair

Dated: April 3, 2021

STATE OF CALIFORNIA)
COUNTY OF MENDOCINO

I declare under penalty of perjury that I am employed by the Mendocino Coast Health Care District Board of Directors; and that I posted this notice at the North and Patient Services Building Lobby entrances to the Adventist Health Mendocino Coast Hospital on March 22, 2021



4/5/2021

Jessica Grinberg
Chair of the Board of Directors

Date

All disabled persons requesting disability related modifications or accommodations, including auxiliary aids or service may make such request in order to participate in a public meeting to Karen Arnold, Secretary of the Board of Directors, 700 River Drive, Fort Bragg, CA 95437 no later than 1 working day prior to the meeting that such matter be included on that month's agenda.

*Per District Resolution, each member of the public who wishes to speak shall be limited to three minutes each per agenda item. Please identify yourself prior to speaking. Thank you.

TAB 1

Offer of Employment

The Mendocino Coast Health Care District ("District") hereby extends an offer of employment to Michelle McMillan as follows:

Title: Office Manager
Hourly Rate: \$20.00 per hour
Employment: Part time employee of the District
Hours: Generally flexible, however, your presence will be required at regularly scheduled Board meetings which occur on the last Thursday of every month; and special Board meetings which occur from time to time as needed. You may be asked to be present in the District's office during certain days of the week at specific hours.
Location: Your office is located in the building that currently houses the Mendocino Healthcare Foundation.

Job Description:

1. Work with the Chair and Vice Chair to prepare the agendas and packets for Board meetings.
2. Notify the public in a timely way of upcoming Board meetings, including posting of agendas and packets on the District's website.
3. Work with the Secretary to keep good and accurate action minutes of all Board meetings and provide these to all Board members within one week of such meetings. Post these minutes on the District's website.
4. After a period of training and learning, independently use QuickBooks to keep track of the District's finances.
5. Work with the Treasurer to prepare financial reports to be given at regular Board meetings or as needed.
6. Facilitate communication between the public and the Board, including monitoring phone calls, mail, emails, and webpage comments and alerting Board members as appropriate.
7. Maintain and administer the District's website.
8. Participate in Board retreats and otherwise provide your personal input to matters such as the District's Strategic Plan.
9. Special assignments in support of Board activities as may occur from time to time.

Please signify your acceptance by signing and dating here:

Michelle McMillan

Countered signed: _____

