

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

**TUESDAY, November 17, 2020**

**6:00 P.M. Open Session  
Meeting via Zoom Conference**

Topic: My Meeting

Time: Nov 17, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/3453214116?pwd=dEFRajBuZkpoaXFFd2E2TUVGYVVCZz09>

Meeting ID: 345 321 4116

Passcode: 2WtzGd

One tap mobile

+16699009128,,3453214116#,,,,,0#,,546910# US (San Jose)

+12532158782,,3453214116#,,,,,0#,,546910# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 345 321 4116

Passcode: 546910

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

PLEASE TAKE NOTICE a Special Board of Directors meeting has been called for Tuesday, November 17, 2020 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. **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

**OLD BUSINESS:**

5. **INFORMATION/ACTION:** Recruitment Process for Permanent/Interim District Manager:  
Jessica Grinberg, Chair

6. **INFORMATION/ACTION:** Review & Approval of Proposal for District's Website: **TAB 1**  
Ms. Jessica Grinberg, Chair

7. **INFORMATION/ACTION:** Future District Involvement in Micro Grid: Ms. Jessica Grinberg, Chair

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

9. **PUBLIC COMMENTS**

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

10. **COMMENTS FROM BOARD OF DIRECTORS**

11. **ADJOURNMENT**

12. **CLOSED SESSION**

- a) **Information/Action:** Public Employment: Permanent/ Interim District Manager  
discussion: Government Code §54954.5 & 54957

Dated: November 16, 2020

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 November 16, 2020

Karen Arnold Rth

Karen Arnold  
Secretary of the Board of Directors

11-16-2020

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.

**T**

**A**

**B**

**1**

Website Design  
ad hoc committee  
John Redding and Norman de Vall  
October 15, 2020

The Committee reviewed the website reconstruction and maintenance proposal of Sean Fuller owner of Devine Design, a division of uberbytes LLC, of Little River and compared the work program and maintenance with the proposal of Liz Evangelatos Barney.

The primary difference is in the funding proposal. Rather than a fixed amount Fuller's proposal is funded on an hourly basis with an estimated cost to the District to complete the project of \$700 to \$900 as shown on Page 4 Section B.

The ad hoc committee recommends accepting the Divine Design proposal.

/s/ Norman de Vall

/s/ John Redding

# Mendocino Coast Healthcare District



[mcdh.org](http://mcdh.org)

## Website Proposal



Divine Design  
(a division of überbytes LLC)

## I. Objectives

Migrate website to new domain and re-brand as Mendocino Coast Healthcare District. Redesign website layout with improved aesthetics that welcome visitors. Create global menu to make navigation of pages more convenient. Ensure new layout is mobile-friendly and intuitive on all devices. Address accessibility concerns as needed. Install and configure recommended suite of WordPress plugins to maximize security, website performance and SEO (search engine optimization). Update page content as required, add provided images as desired. Finally, employ a backup strategy to ensure website assets are secure stored and can be easily redeployed if necessary. The following pages are to be included:

- A. Agendas
- B. Minutes
- C. Contact: Board of Directors
  - 1. Executive Director
  - 2. Assistant Directors
- D. Calendar
- E. Objectives:
  - 1. Mission Statement
  - 2. History
  - 3. Description
    - VII. District vs Agency/Non-Profit Corporation
    - VIII. Local Agency Formation Commission
- F. Financials

## II. Modules

<b>Project Scope:</b>	
<ul style="list-style-type: none"><li>• Move website to new domain.</li><li>• Recommend website hosting, if necessary.</li><li>• Modernize layout to be attractive, increase user-</li></ul>	

<p>friendliness and be compatible with multiple devices.</p> <ul style="list-style-type: none"><li>• Standard device testing after new theme is completed.</li><li>• Layout shall be valid HTML5 according to W3C Markup Validation Service: <a href="https://validator.w3.org">https://validator.w3.org</a></li><li>• Logo to be created as optimized SVG for crisp display at any resolution.</li><li>• Install SSL certificate and harden security to achieve A+ rating according to Qualys SSL Server Test: <a href="https://www.ssllabs.com/ssltest">https://www.ssllabs.com/ssltest</a></li><li>• Build layout with accessibility elements following WCAG 2.1 guidelines as recommended by WAI: <a href="https://www.w3.org/WAI/standards-guidelines/wcag/">https://www.w3.org/WAI/standards-guidelines/wcag/</a></li><li>• Optimize WordPress with necessary plugins for security, performance and functionality.</li><li>• Employ automated backup strategy with daily / weekly / monthly rotating backups of database and backup of website files at recommended interval based on content update frequency.</li><li>• Monthly maintenance plan to install security updates as they become available and ensure smooth ongoing operation of website.</li></ul>	
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### III. Terms and Conditions

#### A. Website Assets

1. Graphics and Media. All media files to be provided by client unless requested and shall be property of client. Logo design and photography are available optionally and not included in the estimate.
2. Text. All textual content to be provided by client and shall be property of client.



3. Credentials. All credentials required for maintenance of online accounts and software shall be securely stored, updated when necessary and provided to client upon request.

## **B. Payment**

1. Fees. Labor is be billed at \$50/hr. Upfront payment of 25% required to begin project. Monthly maintenance plan is billed at \$20 per month and includes up to one hour of maintenance. If a task requires more than one hour or if new requests are made, additional labor will be billed at \$50/hr.
2. Payment Instruction. Payment may be made via ACH, Cash, Check or Wire Transfer.

Estimated cost to complete project is \$700 - \$900. If more requests are added during development that extend beyond the scope of the project as outlined above or if unforeseen complexity arises that requires significantly more time than estimated, additional work will be charged at \$30/hr. until project is completed.

As a side note, I was born in Fort Bragg hospital and raised in Mendocino. I have been building websites since 2006; it would be a pleasure to work on this project and create a quality website to represent Mendocino Coast Healthcare District. I am available locally at this time and can meet in person when necessary.

Submitted by:

**Sean Fuller**

**Divine Design**

Email: sean@divinedesign.pro

Telephone: +1 775 241-8237

1490 Stardust St #5045, Reno, NV 89503

If the terms of this proposal are agreed upon, please sign below.

Sean Fuller:

A handwritten signature in black ink, appearing to read 'Sean Fuller', written in a cursive style.

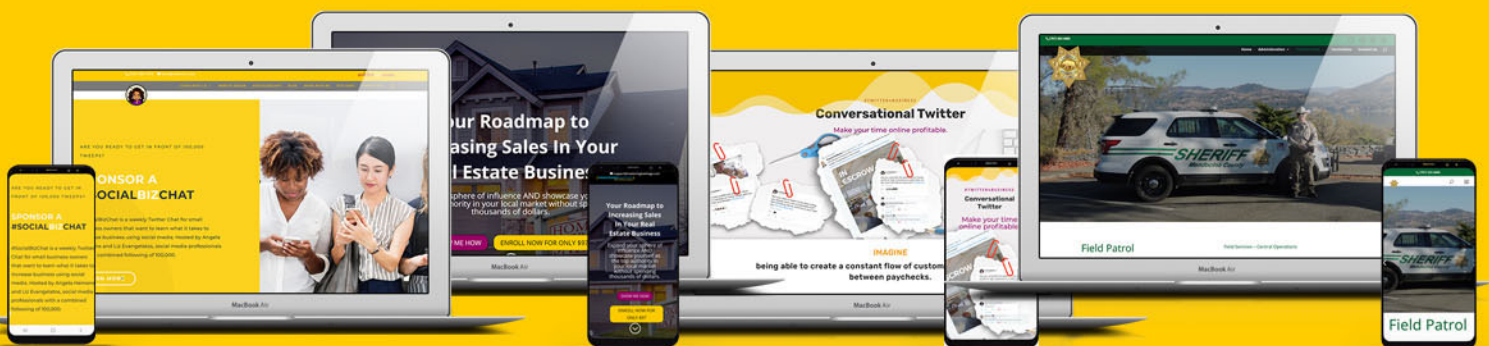
Date: 2020/10/14

Mendocino Coast Healthcare District Representative:

Date:



# Delivering **BEAUTIFUL EXPERIENCES.**



# **Jessica Grinberg | Adventist Health - MCDH**

Website Development

## **Presented to**

Jessica Grinberg  
President, Mendocino Coast Healthcare District Board

## **Prepared by**

Liz Evangelatos  
WebDesigner/Contractor

## **Date**

September 7, 2020

Dear Jessica,

I'm sorry we haven't had a chance to talk about the details of the new website, but I'm hoping we can use this proposal as a starting point. If there's anything in here that you'd like to modify, please let me know.

What I believe you were asking for is a new website with some basic information on it. The old website can be redirected to the new site. In other words, when people go to mcdh.org, I can force the browser to go to the new site. The other option would be to use the existing domain, (mcdh.org), empty what's there and replace with the new information you send me.

The website will be using *responsive design* and includes the *purchase of an SSL certificate*. This means that your website will adapt and scale to whatever kind of device the user is viewing from while maintaining your organization's look and feel. That's not to say it will be identical on each device because of screen size of course, but it will flow nicely and everything will work (buttons, navigation, payment option) on all devices.

We'll test it on a variety of devices together - mobile and non-mobile - to ensure the experience is consistent and easy to use and that you end up with a site you love.

I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Liz Evangelatos Barney', with a long horizontal flourish extending to the right.

Liz Evangelatos Barney

## **I. Site Objectives**

The site is going to be pretty small and should have an easy and clear navigation system. It should also outline the purpose of the site and the changes since the purchase and anything you think is important to say about the transition.

The site should strive to use keywords as effectively as possible to rank higher in search engines and overall, be easier to find. Search Engine Optimization (SEO) just means using the keywords that people are using in Google to find you. Using them in the coding where you don't see, using them in the text where you do see and using them to name photos. *A small disclaimer here: This agreement covers only basic SEO.*

## **II. Site Structure**

The site will have the following pages/sections:

- **Home**
- **Board**
  - Board Agendas & Meeting Minutes
  - Board By-Laws
- **Calendar**
- **About Us / Contact Us**
  
- **Home**
  - Header navigation as described below
  - The home page will incorporate at least one full-screen photo of Client's choice.
  - Descriptive text should be added here to describe to the first-time viewer what the page is all about and possibly links to other helpful organizational resources
  - Footer (see below)

- **Board**

- This page will have links to pdf versions of the Board Agendas & Meeting Minutes
- Under this heading there will also be a link to go to the Board By-Laws

- **Calendar** (Google Calendar)

- Header navigation as described below
- A Google calendar that you and those you add to your team can edit, but is also viewable to the public. It will also include a button for people to share to their own personal calendar if they choose to.
- Footer (see below)

- **About Us / Contact Us / Rules**

- Some information on the transition and what this means to the community
- Key members of the Board, photos and short bio or at least their names and positions
- Contact form with basic fields
  - Name of person emailing
  - Their email address
  - Their message
- Footer changes (see below)

- **Footer**

- Footer will include:
  - Address
  - Phone number
  - All navigation links that are included in the Header

- **Header Navigation**

- The navigation will be the same on all pages and will include:
  - Home
  - Board
  - Calendar
  - About Us/ Contact Us
  
- Links and logo will be distributed across the top

- Navigation will have a semi-transparent color block behind it to make the text readable on all pages

**Additionally:**

- This proposal includes the creation of a Facebook Business Page to associate with this website.

CONTRACT

**Description of Project:**

1. Creation of website
2. Basic Search Engine Optimization (SEO)

**Bid Price:**

SSL Purchase & Installation	\$ 75
Graphic/Image Corrections/Modifications/Development	\$ 1,000
Wordpress Theme & Widget Installation	\$ 400
Formatting Pages – Design, Coding & Implementation	\$ 1,675
Insurance	\$ 150
Facebook Business Page Creation (posting not included)	\$ 200

**BID PRICE** \$ 3,500

(Three Thousand Five Hundred Dollars and no/100)

Installment Payments

Initial Payment upon acceptance of contract (50%)	\$ 1,750
After Client has approved completion of site (50%)	\$ 1,750
Total	\$ 3,500

**Description of Materials to be Supplied by Client:**

- 1) All content to be used on each page
- 2) Photos/images to be used on web site
- 3) Text to be used on web site



**Date Due:** Project to be completed within 60 days after 1) Agreement has been signed by both parties; 2) All materials have been submitted by Client to Contractor as outlined above; and 3) Any changes will be submitted in an addendum.

**Rights Transferred:** The web site that will be developed by Contractor is owned by Client for an infinite period of time and at whatever internet/intranet location(s) desired by Client that are owned by Client. The completed site, including all pages, graphics, and scripts are owned by the Client. The Wordpress theme and widgets will included in this contract amount for the lifetime of the website. Some widgets used may request a fee and Contractor cannot control nor is Contractor responsible for changes made by a third party. However, the completed site may not be used for any other entity whatsoever other than Client without written authorization by Contractor. Contractor agrees that Client may convey elements of the site developed under this Agreement to third parties without further payment to Contractor. Contractor may use the source code in Client site for any other Contractor purpose without any obligation whatsoever to Client, except that Client shall maintain all control over its tradenames and associated property. The transfer of rights to the site from Contractor to Client is conditional upon receipt by Contractor of full payment from Client.

**System Applications:** The site will be designed around the capabilities of the following browsers: Google Chrome and Microsoft Internet Explorer; desktop, laptop and mobile phones, both android and ios.

**Estimate:** This estimate is good for 60 (sixty) days after issuance.

**Changes:** All changes must be made in writing, and must include: 1) description; 2) any additional amounts due; 3) Client's signature. No additional payment shall be made for changes required to conform to the original assignment description.

**Time for Payment:** A 50% good faith deposit is due upon signing this agreement and prior to commencement of project. The balance is due after site is uploaded to the server of Client's choice and PRIOR to launching the site. Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

**Viewing Site in Progress:** The Client will be given access to the website to view as it progresses and provide feedback.

**Copyright:** Client agrees to obtain copyright permission and model releases for any materials given to Contractor for use in this project.

**Internet Access:** Access to Internet will be provided by a separate Internet Service Provider (ISP) to be contracted by the Client and who will not be a party to this agreement.

**Progress Reports:** Contractor shall contact the Client on a mutually acceptable schedule to monitor the progress of this project, including reporting problems encountered and recommending changes relating to the development and testing of the web site. Contractor shall inform the Client promptly by telephone or email upon discovery of any event or problem that may delay the development of the work significantly.

**Testing and Acceptance Procedures:** The Developer will make every good faith effort to beta test all deliverables thoroughly and make all necessary corrections as a result of such testing prior to launching the website.

**Designations:** Contractor shall designate Liz Evangelatos and Client shall designate Mary Beth Williams (or a person appointed by same) as the only designated persons who will send and accept all deliverables and receive and make all communications between the Developer and the Client. Neither party shall have any obligation to consider for approval or respond to materials submitted other than through the designated persons listed above. Each party has the right to change their designated person upon 2 days written notice to the other.

**Confidential Information:** Contractor acknowledges and agrees that the source materials and technical and marketing plans or other sensitive business information, as specified by the Client, including all materials containing said information, which are supplied by the Client to Contractor are to be considered confidential information. Information shall not be considered confidential if it is already publicly known through no act of Contractor.

**Return of Source Information:** Upon the Client's acceptance of the Final Version, or upon the cancellation of the project, Contractor shall provide the Client with all copies and originals of the source materials provided to Contractor by Client.

**Maintenance Plan:** Once site is launched, maintenance is available at \$50/hour for routine upgrades and changes at the request of Client - **there are no on-going monthly maintenance fees included in this contract.**

**SSL Purchase and Installation:** The purchase and installation of an SSL certificate is included in this contract. The SSL certificate provides a security layer that Google is now demanding on sites it searches and it's necessary for ecommerce on any site. I include the purchase of the certificate on your behalf in this contract and will interact with the website host to make sure it is installed properly. I may need to reach out to you if your webhost needs assurances that I am indeed working with you.

**Delay of Project:** In the event of a delay of the project on the part of the Client for more than thirty (30) days Contractor reserves the right to invoice the Client, and the Client shall pay for all work completed and expenses incurred to date.

**Cancellation:** In the event of cancellation of this project, Contractor shall retain ownership and possession of all copyrights of any original artwork/source code if such has been provided by Contractor; all source materials/artwork provided by Client shall be returned to Client, and a cancellation fee for work completed, prorated on the contract amount, shall be paid by the Client.

**Credit Lines:** Client gives permission to Contractor to include Client's name and site address on any future portfolios.

**Limitation of Liability:** Client agrees that it shall not hold Contractor liable for any incidental or consequential damages which arise from the Developer's failure to perform any aspect of the Project in a timely manner, regardless of whether such failure was caused by intentional or negligent acts or omissions of Contractor or a third party.

**Acceptance of Terms:** The signature of both parties shall evidence acceptance of these terms.

September 7, 2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



\_\_\_\_\_  
Liz Evangelatos, Owner  
Contractor

\_\_\_\_\_  
Jessica Grinberg  
President, Mendocino Coast Healthcare District Board

## Next Steps

If you have any questions after you've read the previous pages, please contact me by email or phone to clarify any points. I feel that laying a solid foundation and knowing each other's expectations is important to any good working relationship.

- Once you feel confident about everything and are ready to move forward, please sign above your name on the signature page on page 9.
- You can return the signed document to me via email at [liz@askforliz.com](mailto:liz@askforliz.com).
- Once I've received notification of your acceptance, I'll email you a PayPal invoice for the 50% earnest money deposit.
- Once I've received notification of the transfer of the earnest money deposit we'll get the project rolling.

Again, if you have any questions, please call or email me.

Thank for the opportunity to bid your project.

Best,  
Liz