

TRINITY LIFE SUPPORT CSD

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

610 Washington Street, Weaverville, CA 96093

Wednesday, February 17, 2021; 11:30 a.m.

BOARD DIRECTORS PRESENT: Scott Alvord; Chairperson, Todd Corbett; Vice Chairperson, Serena Brown; Secretary, Carol Minor; Director, Gus Kormeier; Director

BOARD DIRECTORS REMOTE ATTENDANCE:

BOARD DIRECTORS NOT PRESENT:

OTHERS PRESENT: Patty Wyckoff; TLS CSD Interim Administrator, Kathy Ratliff; TLS CSD Finance Administrator, Tiffany Wong; TLS CSD Assistant Administrator

- I. Call Meeting to order/Roll Call: Scott Alvord, Chairperson, called the meeting of Trinity Life Support CSD, Board of Directors to order at 11:30 a.m. all present.

- II. **CONSENT CALENDER**: *All matter listed under Consent Calendar are considered routine by the board and will be enacted by one vote. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.*
 - a. Adoption of Agenda
 - b. Approval of the meeting minutes from the January 20, 2021 Board meeting.
 - c. Approval of financial reports

MSC Corbett/Kormeier motion to approve the consent calendar as presented.
Vote: 4 ayes, unanimous

- III. Public Comment (Government Code Section 54954.3 et seq.) None present in person and/or via zoom.

- IV. Action Items
 - a. Discuss/Action: Controlling and Administration of CSD Assets. Serena Brown; Secretary, directed to work with Christine Gaffney; COT Assistant Auditor/Controller-Accountant, to complete Benefit Assessment Enrollment.
MSC Minor/Kormeier motion to move to contact and work with Christine Gaffney; COT, Assistant Auditor, for Benefit Assessment Enrollment.
Vote: 4 ayes, unanimous

 - b. Discuss/Action: District Manager Job Announcement: Scott Alvord; Chairperson, requests from Board for input and working on changes to the Draft District Manager, Job Announcement during the meeting. Serena Brown; Secretary, inputs any Board of Directors changes within the working DRAFT District Manager, Job Announcement. Board completes FINAL Distract Manager Job Announcement.
MSC Brown/Minor amends to entertain a motion to approve and post FINAL District Manager Job Announcement.
Vote: 4 ayes, unanimous

- c. Discuss/Action: District Bylaws ca section 64045 to adopt TLS CSD by laws. Scott Alvord; Chairperson, requests Board to look over the draft and work on the district bylaws during the meeting. Serena Brown; Secretary, inputs any Board of Directors changes into District Bylaws ca section 64045 TLS CSD by laws. Board completes FINAL version of District Bylaws ca section 64045.

Tabled

- d. Discuss/Action: Billing Provider. Gus Kormeier; Board of Director. Updated that he is receiving proposals from the following companies for TLS CSD billing provider; ALN, Quick Med Claims, and Ambulance Billing Services prior to March 17th, 2021 and will present during the March meeting.

Tabled

V. REPORTS

- a. Operations. See attached
Patty Wyckoff; TLS CSD, Interim Administrator, spoke with Roman Rubaclava, will be submitting Paramedic application. Potential start beginning March 2021.
Joshua Russell; Paramedic, will be returning to full duty on February 27, 2021.
Stephen Bayley; Paramedic, will be changing from full-time Medic to part-time. Working two shifts per week.
- b. Committees.
- i. Policies: No report
 - ii. Contracts: No report
 - iii. Billing: (Minor/Kormeier) No report
 - iv. Budget: (Minor/Kormeier/Ratliff) No report
- c. Directors Reports
- i. Ethics and Brown Act training: Majority of Board has completed. Gus Kormeier; Director, completing and will be handing in.
 - ii. Discuss harassment training: Board in process of completing.
 - iii. Distribute 700 forms for all members to complete. Forms distributed to Board of Directors by Scott Alvord; Chairperson. Must hand in to Tiffany Wong, Asst. Administrator, to drop off originals to the courthouse and place copies in file.
 - iv. Distribute Board member Handbooks from CSDA: CSDA handbooks distributed to each Board of Directors, by Scott Alvord; Chairperson.

VI. CORRESPONDENCE. None presented

VII. CLOSED SESSION. None presented

VIII. NEXT REGULAR MEETING: ***MSC Minor/Kormeier motion to change TLS CSD regular meeting times to 11:00 a.m. Next Regular TLS CSD Meeting, Wednesday, March 17, 2021; 11:00 a.m. Vote: 4 ayes, unanimous***

IX. ADJOURNMENT. By Scott Alvord; Chairperson, at 1:02 p.m.


Scott Alvord, TLS CSD Chairperson


Tiffany Wong, TLS CSD Assistant Administrator