

MENDOCINO COAST HEALTH CARE DISTRICT
775 RIVER DRIVE, FORT BRAGG 95437

TO: MCHCD Board of Directors

FROM: Jan McGourty, MPA

DATE: March 25, 2025

SUBJECT: Planning Committee Report

The planning committee has met twice now. We have been quickly working to get organized and up to speed. At the first meeting on April 10, we had a tour of the hospital, hosted by Facilities Manager, Peter Johnson. The half hour left of the meeting was spent hearing the report on the 2030 Team report, information gathered by Dr. Robin Serrahn and discussing the procedure to recommend members for the planning committee. Ms. Wylie had prepared a draft notice and application for review. Her recommendations were approved with one revision to Question #5 on the application. It is now being submitted to the MCHCD board of directors for approval. Before adjourning, the committee also agreed to meet twice a month

The second meeting was held on March 24. Ms. Wylie had again prepared a draft for the scope of work for the committee. The members went over each point and made some slight alterations. The chair also offered some suggestions for Consultation, Consolidation and Communication in the scope of work. The scope was approved by the committee to submit to the MCHCD board. They then acknowledged receipt of the Seismic Plan and heard Peter present the 2025 Capital Expenditure Plan that has already been approved by the MCHCD board. He explained each item and noted whether it might be subject to revision when hospital upgrades may be made. The committee then discussed a timeline, and Paul Garza noted that the HCAI money has been allocated for this year and it would be to our advantage to get our plans in as soon as possible. It was agreed by the committee to recommend a proposed goal of July 1, 2025 for submission to HCAI. The six meetings prior to that date were laid out for discussion.

The next meeting of the planning committee will be on Thursday, April 17.



Planning Committee Membership Application

Interested persons are hereby notified that there are currently several vacancies on the District's Planning Committee.

The District Planning Committee, established by the District's Bylaws, advises the MCHCD Board. It includes two Board members and up to six district residents. The Board Chair serves as the committee chair, with a second Board member appointed annually in January. All committee members are bound to the public meeting requirements of the Ralph M Brown Act. Resident members serve two-year volunteer terms without compensation, and all public member appointments require MCHCD Board approval. The committee meets at least quarterly and reports to the MCHCD Board.

The purpose of the Planning Committee includes but is not limited to:

- Developing a plan and performing oversight for projects authorized by the Board;
- Developing a plan and performing oversight for ongoing facilities maintenance and a five-year facilities improvement plan;
- Recommending community members as appropriate for Board appointment to the Planning Committee.

If interested in serving on the Planning Committee please submit your complete application to the District Office by mail or email:

Mail to:
MCHCD - Kathy Wylie
PO BOX 579
Fort Bragg, CA 95437-0579

Email: info@mendocinohcd.gov

Message Phone: 707 962-3175

Applications are available on the district website and will be accepted until 5pm on _____, 2025



Please print clearly.

Name: _____

Organization Name (if any): _____ Title: _____

Address _____
Street city Zip code

Phone #1: _____ Phone #2: _____

Email: _____

Are you an employee of Adventist Health? Yes No

How long have you been a resident in the District? _____

What is your current occupation? _____

Are you 18 or older? Yes No

What is your daytime/evening availability to attend meetings?

Volunteer Acknowledgement

By signing below, I hereby acknowledge and understand that the position for which I am applying is a volunteer position and that, if appointed, I will not be entitled to compensation or employee benefits.

Date: _____

Applicant Signature: _____



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1. Briefly describe your interest in serving on the MCHCD Planning Committee.

2. List and briefly describe any participation in volunteer, community or professional organizations relevant to your candidacy for the Planning Committee:

3. I have sufficient time to devote to this responsibility and will attend the required meetings if appointed to the Planning Committee:

Yes No



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4. What is your experience with facilities management and/or preparing and reviewing budgets?

5. What other information about you is important in review of your application?
(Attach any additional information you wish to be considered).

Applicant Signature: _____ Date: _____



Draft Planning Committee Scope of Work

- Explore Legal and Financial Implications of Seismic Retrofit of the Hospital
- Achieve Brown Act Compliance
- Make recommendations to the MCHCD Board

All Planning committee work is advisory-only to the Board. Committee and Board involvement in business planning must be structured to adhere to public meeting requirements under the Brown Act and applicable law. Issues involving Adventist Health business intelligence should first occur at a staff-to-staff level to maintain Adventist Health business confidentiality and avoid Brown Act compliance issues.

The Planning Committee will:

Prioritize understanding capital expenditures and building maintenance costs;

Perform proper financial oversight, defined in the lease agreement between Adventist Health and the District;

Collaborate with Adventist Health to develop facility retrofit and modernization plans with financing options;

Focus on consultation by engaging staff and qualified community members in reviewing hospital plans and providing suggestions for efficiency and cost savings;

Conduct preliminary discussions with the Community to determine potential facility models, including their costs, and the resulting impacts on district finances and the district's capacity to maintain and repair its hospital facilities;

Create a timeline for retrofit/modernization project completion by 2030;

Implement the Board's strategic facilities plan;

Share progress and report findings and information back to the Board and community, with recommendations on how to proceed with facilities seismic retrofit and modernization projects.

Proposal: Community Outreach Meetings
Jan McGourty, Susan Savage

All meetings 6:00 – 8:00 PM

Meetings to be offered in person & via Zoom noted with *

Tues April 15	Caspar	Garza/ Katzeff
Thurs April 17	Westport/ Cleone	Finley/ Savage
Mon Apr 21	*Fort Bragg in Spanish	Garza/ Savage
Wed Apr 23	*Albion	McGourty/ Finley
Tues April 29	Comptche	Savage/ McGourty
Thurs May 1	*Mendocino	Finley/ Katzeff
Mon May 5	*Fort Bragg	Garza/ McGourty

Outline:

Summary of input from the previous meetings

Summary of the EMC poll

Update on choices being considered

Update on district financials

Community input

Next steps