

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINNIE-STOWELL HOSPITAL DISTRICT

The meeting of the Board of Directors of the Winnie-Stowell Hospital District (“District”) was noticed and filed pursuant to the Texas Open Meetings Act a full 72 hours prior to the opening of said meeting for 6:00 p.m., December 16, 2020 at the District’s Offices located at 520 Broadway, Winnie, Texas 77665, Winnie Tx 77665 (a copy of said Notice being placed amongst the files of the District).

This meeting was held via videoconference to mitigate the spread of COVID-19. The meeting was duly posted pursuant to Texas Government Code 551.127 as modified by the December 6, 2020 Proclamation of Governor Abbott in which the Governor acted to maintain government transparency and continued government operations while reducing face-to-face contact for government open meetings. In addition, members of the public were able to participate and address the Board during the videoconference meeting and a recording of the meeting was made and is available to the public.

At approximately 6:00 p.m., the meeting was convened, and the roll was called of the members of the Board, to wit:

Mr. Ed Murrell	President
Mr. Anthony Stramecki	Vice-President
Robert “Bobby” Way	Treasurer
Jeff Rollo	Secretary
Kacey Vratis	Director

All said Board members were present, thus constituting a quorum. In addition, to the above-named Board members, also present at the meeting were:

Mrs. Patricia Ojeda	Indigent Care Director
Mr. David Sticker	District CPA
Mr. Hubert Oxford, IV	General Counsel for the District
Mr. Mo Danishmund	Chief Financial Officer, Hospital
Mr. Saad Javed	Co-Chief Operating Officer, Hospital
Mr. Wade Thibodeaux	Hometown Press

Mrs. Gloria Roemer	Seabreeze Beacon
Mr. Robert Falls	Winnie Stowell Emergency Medical Services (“WSEMS”)

2. Pledge of Allegiance

After the introduction of the guest, President Murrell called on those present to recite the Pledge of Allegiance and the Pledge of Allegiance to the State Flag of Texas.

3. Public Comment

President Murrell asked for Public Comment but there was none.

4. Swear in New Board Member

No action was taken on this agenda item as it was inadvertently left on the agenda from the last meeting.

5. Review and Approve Minutes of Previous Meeting(s): November 18, 2020 Regular Meeting and December 10, 2020 Finance Committee Meeting.

President Murrell then called on the Board to address Agenda Item No. 5, to review and approve the minutes of the November 18, 2020 Regular Meeting and December 10, 2020 Finance Committee Meeting. The minutes were examined by the Board and no changes were recommended.

Upon motion by Director Stramecki, which was seconded by Director Way, the Board unanimous approval of all the Board members present, the Board approved the minutes of the November 18, 2020 Regular Meeting and December 10, 2020 Finance Committee Meeting.

6. Review and approve financials report; payment of invoices; receive Accountants report, and amend budget, if necessary.

President Murrell then called on Mr. David Sticker to present the District’s year to date Balance Sheet and Profit & Loss Budget vs. Actual for November 2020.

(See Exhibit “A-1”). Mr. Sticker reviewed the Balance Sheet and the Profit & Loss Budget vs. Actual statement in detail. Through November, the District was (\$217,982.09) short of its projected net. Mr. Sticker also informed the Board that the Finance Committee met, and their final budget recommendations would be presented at upcoming Public Hearing and Special meeting.

There was also brief discussion with Attorney Oxford regarding the taxable income for 2020 and the expected taxable income for 2021. Attorney Oxford asked, and received, clarification that the taxable income for both years needed to be increased to \$650,000.00 because this was the actual expected income in 2020 without any disproportionate monthly sales tax payments due to audits by the Comptroller of the Public Accounts of local sales tax filers.

Upon the conclusion of Mr. Sticker’s presentation of the financial statement and budget amendments, Attorney Oxford was called on to discuss the Treasurer’s Report, check register, and outstanding invoices to be considered. (See Exhibit “A-2”). First, Attorney Oxford asked the Board to review the invoices to be paid. These invoices totaled \$46,634.43. A summary of the invoices paid is as follows:

Pending Expenses	For	Amount
Brookshire Brothers	Indigent Care	\$2,884.80
Wilcox Pharmacy	Indigent Care	\$1,002.04
UTMB at Galveston	Indigent Care	\$8,008.23
UTMB Faculty Group	Indigent Care	\$2,588.14
Chambers Cty Public Hosp Dist	Indigent Care	\$690.86
Indigent Healthcare Solutions	IC Inv #70886	\$1,109.00
American Education Services	S Stern-Student Loan	\$150.14
Penelope (Polly) Butler	Youth Counseling	\$170.00
Nicki Holtzman	Youth Counseling	\$765.00
Benckenstein & Oxford	Inv #49951	\$4,200.00
Hubert Oxford	1/2 Legal Retainer	\$500.00
Josh Heinz	1/2 Legal Retainer	\$500.00
David Sticker	Inv #24	\$2,031.25
Technology Solutions of Texas	Inv #s 1503,1504,1511	\$609.97
Felipe Ojedia-Yard Service	Inv #1007	\$300.00
Graciela Chavez-Office Cleaning	Inv #8018590	\$100.00
TORCH (membership dues)	Inv #2223803	1,895.00
CNA Insurance-Kacey Vratis	Inv #16106	50.00
Durbin & Co.	Inv for Audit 2019	15,000.00
Riceland Medical Center	Inv for Audit 2019	4,080.00
Total Pending Expenses		\$46,634.43

After the Board completed their review of the invoices, Attorney Oxford referred the Board to the funds available section of the report and explained that the District had \$6,439,221.38 in funds available after the payment of invoices and taking into consideration the restricted funds in the District's First Financial Bank Account.

Attorney Oxford also directed the Board's attention to the Restricted funds in the First Financial Bank. Per Attorney Oxford, \$1,986,373.42 of the \$2,886,612.00 in restricted funds was owed to the Managers as the incentive payment for QIPP Year 3, Quarter 4. Attorney Oxford stated that he was surprised that the District was still holding this money as it was due in November. Upon discovering that the funds had not been distributed, he called Charice with LTC, who explained that she was behind since she had been out with a surgery, but she is sending out a reconciliation spreadsheet this week. Attorney Oxford also informed the Board that he called two (2) of the District's Managers and confirmed they have not received any incentive payments that were due in November, but they were understanding of the situation and asked that we process the payments as soon as possible.

Next, the Board was asked to review the Cash Availability Report for the December 2020 and January 2021. Attorney Oxford advised that the District should have approximately \$7,111,169.35 in unrestricted funds at the end of January and this does not include the \$5,609,295.47 outstanding on its line credit.

Date	Transaction	Notes	Actual
December 2020			
Cash Available	DOES NOT INCLUDE PROSPERITY CD & TEXSTAR		\$5,592,862.12
CA December 31, 2020	DOES NOT INCLUDE		\$5,018,216.76

January 2021			
January 1, 2021	Payment to East Chambers	Recurring monthly	(\$15,000.00)
January 7, 2021	Allegiance Bank	Interest Payment	(\$12,803.16)
January 15, 2021	Sales Tax Revenue Estimate	Recurring monthly (Monthly Avg. per Budget)	\$41,000.00
January 31, 2021	LTC Payment	Jan-21	(\$150,000.00)
January 31, 2021	QIPP Year 4, Component 2	Estimate based on IGT	\$314,091.29
January 31, 2021	QIPP Year 4, Component 2	Component 2 Payment to MGRs	(\$157,045.64)
January 31, 2021	Operating Expenses	Recurring monthly (Monthly Avg. per Budget)	(\$71,016.50)
January 31, 2021	Component 1 Payment	December Component 1 Payment	\$2,049,810.68
January 31, 2021	Principle Payment-Loan 17a (8/10)	Payment 8/10 for Loan 17a	(\$435,729.00)
January 31, 2021	Principle Payment-Loan 17b (7/8)	Payment 7/8 for Loan 17b	(\$1,616,516.88)
January 31, 2021	QIPP Year 4, Qtr. 1 Component 3, 4, and Lapsing Fund	Based on 75%	\$4,292,323.62
January 31, 2021	QIPP Year 4, Qtr. 1 Component 3, 4, and Lapsing Fund	Payment to Facilities	(\$2,146,161.81)
CA January 31, 2021			\$7,111,169.35

Once the discussion on the agenda item was complete, Director Stramecki made a motion, that was seconded by Director Way, with the unanimous approval of all the Board members present, to: a) approve the financials for November 2020; b) adopt the Treasurer's Reports; and c) pay the invoices presented. (See Exhibits "B-1" and "B-2").

7. Discuss and take-action on Committee Reports:

Finance Committee: The members of the Finance Committee met on December 10, 2020 at 4:00 p.m. in a meeting that was noticed pursuant to Tex. Gov't. Code Chapter 551. The Board also asked staff to post notice of this meeting so that Director Vratiss could attend and participate. During the meeting, those in attendance discussed proposed budget amendments for the 2020 budget and the 2021 proposed budgets. Details of the meeting are set forth in the December 10, 2020 Finance Committee Minutes adopted during this meeting.

8. Receive reports, by:

a. Administrator's Report

Mrs. Norris informed the Board that with the change of accounts to First Financial Bank, the new bank offers services that the Interbank did not offer. Among them, she now had the ability to set up ACH transactions instead of initiating wire transfers to outside banks. By utilizing the ACH transfer process, the District and the recipient of the transfers would save money on transfer costs. Moreover, Mrs. Norris informed the Board that she can establish routine payments to vendors with set fees, such as LTC Group. She was going to investigate this possibility in hopes that it would be more efficient.

b. District Indigent Care Director Report

Mrs. Ojeda reported that in November 2020, there remained thirty-seven (37) indigent clients. Year to date, the average number of clients remained at fifty-two (52). Meanwhile, the number of children utilizing the District's youth counseling program increased from four (4) to five (5). Mrs. Ojeda did inform the Board that

during the month of November 2020, there were twenty (20) applications for Indigent Care. Of those that applied, eight (8) were approved; ten (10) did not make the appointment; and two (2) were denied. According to Mrs. Ojeda, she was pleased with the interest in the program.

Thereafter, Mrs. Ojeda reviewed her monthly reports and provided the Board with a summary of the reports set forth below. (See Exhibit “B-1”).

	November			Year to Date		
Indigent Clients:	Indigent Clients:	37		Clients Enrolled:	95	52
Youth Counseling:	Youth Counseling:	5		YC Enrolled:	15	10
PROVIDER TOTALS	Billed Amount	Contracted Rate	Actually Paid	Billed Amount	Contracted Rate	Actually Paid
Pharmacy						
Brookshire Brothers Pharmacy Corp	\$3,021.69	\$2,884.80	\$2,884.80	\$56,012.86	\$49,086.69	\$49,086.69
Wilcox Pharmacy	\$1,002.04	\$1,002.04	\$1,002.04	\$20,295.34	\$13,861.72	\$13,861.72
Pharmacy Totals	\$4,023.73	\$3,886.84	\$3,886.84	\$76,308.20	\$62,948.41	\$62,948.41
Winnie Community Hospital						
WCH Clinic	\$3,762.00	\$645.75	\$645.75	\$52,369.17	\$20,324.11	\$20,324.11
WCH Observation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WCH ER	\$1,131.00	(\$3,789.63)	(\$3,789.63)	\$134,501.00	\$50,637.05	\$50,637.05
WCH Lab/Xray	\$15,573.00	\$4,102.05	\$4,102.05	\$62,827.40	\$23,476.35	\$23,476.35
WCH CT Scan	\$0.00	(\$2,228.35)	(\$2,228.35)	\$30,503.00	\$10,277.88	\$10,277.88
WCH Labs	\$10,989.00	\$3,787.17	\$3,787.17	\$70,666.00	\$28,254.74	\$28,254.74
WCH Xray	\$4,581.00	\$1,602.69	\$1,602.69	\$68,588.00	\$27,845.56	\$27,845.56
WCH Lab/Xray Reading	\$713.00	(\$9.43)	(\$9.43)	\$11,467.55	\$4,318.76	\$4,318.76
WCH Inpatient	\$0.00	(\$4,542.80)	(\$4,542.80)	\$26,500.00	\$6,322.20	\$6,322.20
WCH Physical Therapy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WCH Ultrasound	\$3,288.00	\$1,348.08	\$1,348.08	\$7,622.00	\$3,125.02	\$3,125.02
WCH Totals	\$40,037.00	\$915.53	\$915.53	\$465,044.12	\$174,581.67	\$174,581.67
Balance on Contracted Amount (Lump Sum Payment of \$196,669.30)		\$22,087.63			\$22,087.63	
Actual Medicaid Rate Incurred		(\$6,200.65)		\$196,669.30 -	\$85,978.72	\$110,690.58
UTMB						
UTMB Physician Services	\$8,553.00	\$2,005.19	\$2,005.19	\$108,584.00	\$22,082.88	\$22,082.88
UTMB Anesthesia	\$880.00	\$524.63	\$524.63	\$25,314.00	\$12,276.73	\$12,276.73
UTMB In-Patient	\$0.00	\$0.00	\$0.00	\$248,870.47	\$55,473.92	\$55,473.92
UTMB Outpatient	\$33,761.64	\$8,008.23	\$8,008.23	\$403,488.11	\$82,717.74	\$82,717.74
UTMB Lab&Xray	\$243.00	\$58.02	\$58.02	\$9,732.00	\$1,177.16	\$1,177.16
UTMB Totals	\$43,437.64	\$10,596.07	\$10,596.07	\$795,988.58	\$173,728.43	\$173,728.43
Non-Contracted Services						
Barrier Reef (UTMB ER Physician)	\$0.00	\$0.00	\$0.00	\$4,748.00	\$118.78	\$118.78
Chambers Co Public Hosp Distr ER	\$1,439.29	\$690.86	\$690.86	\$2,112.34	\$690.86	\$690.86
Winnie-Stowell EMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Contract Services Totals	\$1,439.29	\$690.86	\$690.86	\$6,860.34	\$809.64	\$809.64
Youth Counseling						
Grace Nichols	\$0.00	\$0.00	\$0.00	\$2,550.00	\$2,295.00	\$2,295.00
Nicki Holtzman	\$765.00	\$765.00	\$765.00	\$1,530.00	\$1,530.00	\$1,530.00
Penelope Butler	\$170.00	\$170.00	\$170.00	\$2,380.00	\$2,635.00	\$2,635.00
Youth Counseling Totals	\$935.00	\$935.00	\$935.00	\$6,460.00	\$6,460.00	\$6,460.00
Medical Supplies						
Alliance Medical Supply (C-PAP)	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	\$400.00
Medial Supplies Total	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	\$400.00
Grant Totals	\$89,872.66	\$17,024.30	\$17,024.30	\$1,351,461.24	\$419,328.15	\$419,328.15

Mrs. Ojeda then explained that the District's credit on the payment made in April 2020 was only reduced by \$915.53 to \$22,087.63 because last month the District received a credit of \$14,998.62 from the Hospital resulting from a client that received treatment at the Hospital who was then retroactively approved for Medicaid and Medicaid is going to pay the cost for the services. She then told the Board that if the District had been paying the true Medicaid rate, the amount paid to date would be \$62,948.41.

Before concluding, Attorney Oxford informed the Board that he had been in discussions with Tom Oxford, counsel for Donna Gore, an indigent care client who sustained injuries and received a settlement of \$35,000.00. Per Attorney Oxford, Mrs. Gore's attorney asked that the District reduce its lien from for \$12,327.59 to \$7,500.00. After some discussion, Attorney Oxford was authorized to accept the offer of \$7,500.00 lien. (*See Exhibit "B-2"*).

Upon the completion of Mrs. Ojeda's report, the Board expressed their gratitude for all her efforts and encouraged Mrs. Ojeda to continue the hard work.

c. District General Counsel Report

Attorney Oxford reported on two issues. First, he informed the Board that the District had four (4) facilities being audited by the Texas Health and Human Services Commission ("HHSC") for compliance with QIPP program rules. In particular, the audit asked the District to demonstrate its involvement with the facilities. Attorney Oxford then explained that since the facilities in question were within 150 miles and the District had owned them for more than four (4) years, the District was grandfathered from having to demonstrate active ownership by attendance of the monthly QAPI meetings. Regardless, he reported that he was working with LTC Group who is gathering all the documents and information to provide a response to the HHSC by January 11, 2021. (*See Exhibit "C-1"*).

In addition, Attorney Oxford informed the Board that he has been working with the proposed Mortgage Lender for four (4) of the HMG facilities to refinance the mortgage for these facilities. According to Mr. Oxford, the initial set of mortgage documents submitted by lender were not acceptable because the Lender tried to use

the QIPP funds as collateral. He made changes to these documents deleting this language and returned them but was still awaiting a response.

Lastly, Attorney Oxford reported that the District completed the purchase of the van for the County and received an executed Interlocal Agreement he prepared from the County. (See Exhibit “C-2”). Per Attorney Oxford, this agreement needs to be executed by President Murrell and returned to the County.

d. LTC Report

The LTC submitted a report for the Board to review. After a review of the report, the Board had no questions. (See Exhibit “D”).

e. Hospital Report

Mr. Saad Javid gave the Hospital’s report for November 2020 and started the report by highlighting the monthly statistics. A copy of the report is set forth below and attached as Exhibit “E”.

Census	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Average	Texas Average
ER Visits	187	178	193	147	162	166	141	169	190	188	194		174	
Conversion to Inpatient/observation	9	14	17	14	10	7	6	17	21	10	14		13	
Percentage	5%	8%	9%	10%	6%	4%	4%	10%	11%	5%	0		7%	
Transferred out	8	14	7	13	16	11	11	8	9	12	17		11	
Percentage	4%	8%	4%	9%	10%	7%	8%	5%	5%	6%	9%		7%	
ER shifts covered by doctors	80%	82%	87%	72%	57%	67%	61%	55%	66%	52%	47%		66%	
Number Inpatient days	83	95	69	64	75	74	60	119	90	183	202		101	
Number Hospice days	1	17	27	7	1	0	0	4	6	0	0		6	
Number Swingbed days	2	7	16	20	99	57	53	43	62	41	48		41	
Number Observation days	36	47	21	5	8	11	5	28	33	33	25		23	
Total All Inpt. Days	122	166	133	96	183	142	118	194	191	257	275		171	
Average Inpatient days per day	3.94	5.72	4.29	3.20	5.90	4.73	3.81	6.26	6.37	8.29	9		5.61	1.63
CTs	56	71	59	39	56	48	46	57	54	80	56		57	
Xrays	270	268	185	160	200	169	151	194	248	280	306		221	
Ultrasounds	20	20	14	8	5	1	3	2	21	30	44		15	
Encounters - Adult Clinic	638	598	592	349	360	453	384	388	515	479	480		476	
Encounters - Pediatric Clinic	274	306	221	69	95	169	178	233	279	243	256		211	
Behavioral Health patients	45	44	39	0	0	0	0	0	0	0	0		12	
Physical Therapy	0	1	2	0	1	0	0	0	0	0	0		0	

Additional Items:

- *Continuing to follow through with protocol set by Chambers County.
- *Doing best we can to keep patients safe and confident while they receive care from our providers
- *New management for Nursing Department
- *Continuing to evaluate options for Dialysis treatment at hospital

After a review of the monthly statistics, the Board congratulated the Hospital staff present for their successful month. Subsequently, the group discussed the timing for receipt of Covid-19 vaccine by the Hospital. According to Hospital Staff,

the larger Hospital were receiving the vaccines, but the hospital trade group was working with the State of Texas to get vaccine shots to rural hospitals.

Mr. Danishmund, then explained that since the Hospital was a critical access center, their profit is determined by the 101%. At the beginning of the year, CMS does a cost report analysis and if revenue exceeds 101%, CMS seeks reimbursement. Since the Hospital has been so busy and profitable for the last several months, the Hospital was informed that CMS was seeking a reimbursement of \$750,000.00.

9. Discuss and take-action, if necessary, on considering request for assistance by:

a. WSEMS Medical Transport Vehicle and Employee

Director Stramecki reported to the Board that the Finance Committee has received and reviewed the WSEMS request for a Medical Transfer Vehicle; the invoice for the vehicle; payment for an employee for one (1) year to operate the vehicle; and the supporting financial documents requested. (See Exhibit "F"). Per Director Stramecki, the Committee was prepared to recommend the purchase of the vehicle and the payment for an employee subject to an agreement that the District pay the \$125,000.00 annual salary monthly. The WSEMS representatives agreed to these terms. In response to questions concerning the initial payment for the position, the parties agreed that the first payment should be received upon receipt of the transport vehicle. After the discussion, Attorney Oxford advised that if the request were approved by the Board, he would prepare an annual interlocal agreement to memorialize the agreement. The parties agreed, and, in the meantime, Mr. Stramecki recommended that the WSEMS initiate the process of ordering the transport vehicle. Lastly, the WSEMS and the Board agreed that in year one, the District would pay \$125,000.00 for the annual salary and in subsequent years, the parties would evaluate the income from the ambulance and adjust any annual payment for the employee depending on the profitability of the transfer operations.

b. Generator for Hospital

The Board asked if the Hospital has received any information from the County Purchasing agent concerning the purchase of a generator to run the HVAC system during power outages. The Hospital staff stated that they had not. Attorney Oxford then intervened and sent the Hospital Staff the purchasing agent's contact information and correspondence to the purchasing agent regarding the generator. Mr. Danishmund thanked Attorney Oxford and informed the Board that he would contact the purchasing agent to evaluate options. In the meantime, he asked the Board to table the agenda item and requested a meeting with the Finance Committee to review the Hospital's finances. The group agreed and would coordinate a time and date for the meeting.

Upon the completion of the discussion of both request, a motion was made by Director Stramecki to table the request by the Hospital for a generator and to execute an Interlocal Agreement with the WSEMS to purchase the requested transport van and to pay the WSEMS \$125,000.00 in monthly installments to cover the cost of an employee working seven (7) days a week, twenty-four (24) hours a day. This motion was seconded by Director Vratis and unanimously approved by all the Directors.

10. Discuss and take-action, if necessary, on renewing the District's Investment Policy

Attorney Oxford reminded the Board that the adoption of an annual Investment Policy was something they do every year. He then explained that the purpose of adopting the policy was to re-adopt the rules requiring the District's funds on deposit be collateralized and the District invest its funds in state approved investments. (*See Exhibit "G"*). Since the District's funds are all in bank accounts, the investments simply needed to be properly secured. In addition, Attorney Oxford informed the Board that the policy designates Treasurer Way and Administrator Norris to be the District's financial officers.

Upon motion by Director Stramecki, which was seconded by Director Rollo, the Board unanimous approval the renewal of the District's Investment Policy and designated Administrator Norris and Treasurer Way as the District's Investment Officers. (*See Exhibit "G"*).

11. Discuss and take-action, if necessary, on considering bank depository proposals and renewing bank depository agreements.

Attorney Oxford presented the Board with correspondence from Prosperity Bank to renew the Bank's agreement for services through January 2022. (*See Exhibit "H"*). Regarding the Bank Depository Agreement proposed by the District, the Bank asked that since there was already an agreement on file, that it be allowed, per its terms, to continue from year to year rather than sign a new agreement. The Board agreed.

Upon motion by Director Stramecki, which was seconded by Director Way, the Board unanimous approval the renewing its agreement with Prosperity Bank to serve as the District's Depository Bank. (*See Exhibit "H"*).

12. Discuss and take-action, if necessary, on receiving and approving the 2019 District audit.

President Murrell then asked Attorney Oxford about the status of the 2019 District audit. Attorney Oxford advised the Board that they have received the draft version of the audit and Management Letter but deferred to Mr. Sticker for a discussion of the findings. (*See Exhibit "I"*). According to Mr. Sticker, the draft was a clean audit and he recommended accepting it at the next meeting.

The Board agreed and then Director Stramecki, made a motion to table this agenda item. This motion was seconded by Director Stramecki, and unanimously approved by all the Directors.

13. Discuss and take-action, if necessary, on paying staff for accrued vacation time.

Speaking for the Personnel Committee, Director Stramecki advised the Personnel Policy provides that at the end of the year, staff is to be paid up to forty (40) hours for any unused paid time off ("PTO") and they shall be allowed to carry forward forty (40) hours of unused PTO. As for compensatory time, the Personnel Policy states that staff can carry forward eighty (80) of compensatory time and anything excess of the eighty (80) hours will be loss.

Therefore, as it relates to the PTO hours, Mrs. Ojeda is owed \$1,000.00 and Mrs. Norris is to receive \$1,192.40 for unused PTO and both ladies have sufficient excess PTO to carry forward forty (40) hours to the next year. (See Exhibit "J"). If approved, Mrs. Norris will lose 126 hours of unused PTO and Mr. Ojeda will not lose any time since she has a total of eighty (80) hours.

Turning to the compensatory time, Mrs. Norris, who has 172.5 hours of compensatory time, will be able to carry forward eighty (80) hours of this time but will lose ninety-two and a half (92.5) hours. On the other hand, Mrs. Ojeda has seventy-two (72) hours in compensatory time and will be able to carry forward those hours without losing any time.

Thereafter, a motion was made by Director Way to pay staff for their accrued PTO as set forth in the Personnel Manual and to carry forward forty (40) hours to 2021 and to allow Mrs. Norris to carry forward eight (80) hours in compensatory time and Mrs. Ojeda to carry forward seventy-two (72) hours of compensatory time. This motion was seconded by Director Vratis and unanimously approved by all the Directors.

14. Discuss and take-action, if necessary, on paying performance bonuses for staff.

Attorney Oxford asked to address this agenda item and was given permission to do so. Attorney Oxford recognized that in the perfect work environment, employees should be able to take time off but given the nuances of the District's operations and responsibilities, up until recently, Mrs. Norris did not have the support staff to help when she was sick or on vacation. Consequently, Mrs. Norris has accrued unused PTO and compensatory time and if she lost this time, it would amount to \$5,321.09. Rather than lose this time, Attorney Oxford suggested that the Board pay these funds a performance bonus in 2020. In considering this, Attorney Oxford and Mr. Sticker informed the Board that the payment of this performance bonus was already included in the proposed final budget.


In response, the Board recognized Mrs. Norris' hard work and dedication to the District. Likewise, they stated that she deserved to be compensated for these

efforts. But, going forward, they asked her to try, if possible, to take time off on occasion. Mrs. Norris agreed.

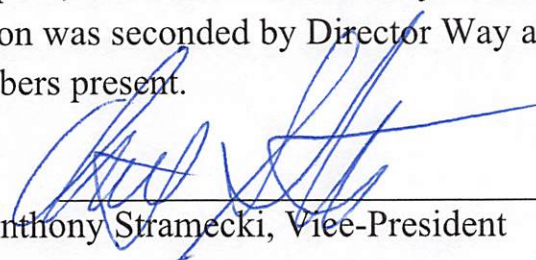
As for Mrs. Ojeda, Attorney Oxford explained that the proposed budget sets aside \$1,000.00 for her performance bonus. The basis for this recommendation was that Mrs. Ojeda recently received a raise, but all the staff deserved recognition for their efforts during the year.

Thereafter, a motion was made by Director Stramecki to pay a performance bonus in the amount of \$5,000.00 for Administrator Norris and \$1,000.00 for Mrs. Ojeda. This motion was seconded by Director Way and unanimously approved by all the Directors.

President Murrell then called for any other such matters before the Board. There being none, the Board discussed the date for the upcoming meeting, and it was agreed to hold the next Regular Meeting on January 20, 2021 at 6:00 p.m. The Board was also reminded that there was a Public Hearing and Special Hearing on December 21, 2020 at 1:00 p.m. Afterwards, at 8:03 p.m., a motion was made by Director Stramecki to adjourn the meeting. This motion was seconded by Director Way and unanimously approved by all the Board members present.



Edward Murrell, President



Anthony Stramecki, Vice-President