



**REGULAR MEETING OF THE BYLAWS/POLICIES AND PROCEDURES COMMITTEE
SAN BENITO HEALTH CARE DISTRICT
911 SUNSET DRIVE, HOLLISTER, CALIFORNIA
TUESDAY, JANUARY 13, 2026 – 1:00 PM
SUPPORT SERVICES BUILDING, 2ND-FLOOR, GREAT ROOM
IN PERSON ONLY**

Mission Statement - The San Benito Health Care District is a public agency that serves as a responsive, comprehensive health care resource for its patients, physicians, and the health care consumers of the community.

Vision Statement - San Benito Health Care District is committed to meeting community health care needs with quality care in a safe and compassionate environment.

AGENDA

1. Call to Order (J. Sanchez)
2. Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – December 15, 2025 Meeting.
3. Policies for Review and Recommendation
 - Development of Board Agenda
 - Fiduciary Responsibility of Board Members
 - Limit of Authority
 - Potential Conflicts of Interest
 - Relationship to Management Company
 - Oversight of Safety, Emergency, Management, and Disaster Preparedness (Revised policy name from Safety and Disaster Plan)
 - Strategic Planning
 - Updating
 - Use of Letterhead by Directors
 - Board Member Identification, Compensation and Benefits (Replaces Compensation & Human Resources Requirements)
 - Compensation of the Chief Executive Officer
4. Consider and Approve next meeting (Committee) - February 9, 2026 at 1:00 PM.
5. Adjournment (J. Sanchez)

Committee Members

Josie Sanchez, BOD Assistant Secretary

Devon Pack, BOD Vice President

Mary Casillas, Chief Executive Officer

Laura Garcia, Executive Assistant

The complete agenda packet including subsequently distributed materials and presentations is available at the Committee Meeting, in the Administrative Offices of the District, and posted on the District's website at <https://www.hazelhawkins.com/news/categories/meeting-agendas/>. All items appearing on the agenda are subject to action by the Committee.

Any public record distributed to the less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the District office. Public records distributed during the meeting, if prepared by the District, will be available for public inspection at the meeting. If the public record is prepared by a third party and distributed at the meeting, it will be made available for public inspection following the meeting at the District office.

Notes: Requests for a disability-related modification or accommodation, including auxiliary aids or services, to attend or participate in a meeting should be made to District Administration during regular business hours at 831-636-2673. Notification received 48 hours before the meeting will enable the District to make reasonable accommodations.



Hazel Hawkins

MEMORIAL HOSPITAL

DISTRICT BYLAWS / POLICIES AND PROCEDURES COMMITTEE
DECEMBER 15, 2025 – 1:00 PM
HORIZON CONFERENCE ROOM-2, 2ND-FLOOR, WOMEN'S CENTER

IN PERSON ONLY

MINUTES

Mission Statement -The San Benito Health Care District is a public agency that serves as a responsive, comprehensive health care resource for its patients, physicians, and the health care consumers of the community.

Vision Statement - San Benito Health Care District is committed to meeting community health care needs with quality care in a safe and compassionate environment.

Committee Members Present

Josie Sanchez, Board Member (Chair)
Devon Pack, Board Member
Mary Casillas, Chief Executive Officer (Absent)
Laura Garcia, Executive Assistant

Also Present

Heidi Quinn, Legal Counsel

1. Call to Order

The meeting of the Bylaws/Policies and Procedures Committee was called to order at 1:03 p.m. by Director Sanchez.

2. Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – November 10, 2025.

Motion: By Director Pack, to approve the minutes of the District Bylaws/Policies and Procedures Committee – November 10, 2025, Seconded by Director Sanchez, and unanimously approved.

3. Review of Policies for Recommendation

- Development of Board Agenda – Policy will be brought to the next scheduled meeting for review.
- Fiduciary Responsibility of Board Members - Policy, with revisions, will be brought to the next scheduled meeting for review.
- Human Resources Requirements (Archive - Combined with Compensation and Benefits) – Direction to recommend archival of the policy.
- Improvements, Comments, Suggestions (Archive – Similar to Area of Concern) – Direction was to recommend archival of policy.
- Limit of Authority – Policy, with proposed revisions, will be brought to the next scheduled meeting for review.
- Meetings with Administrator – Direction was to recommend archival of the policy.
- Office Assistance for Board Members – Direction was to recommend archival of the policy.
- Potential Conflicts of Interest - Policy, with proposed revisions, to be brought to the next scheduled meeting for review.
- Relationship to Management Company - Policy, with proposed revisions, will be brought to the next scheduled meeting for review.
- Safety and Disaster Plan – Policy will be brought to the next scheduled meeting for review.
- Strategic Planning (Archive) – Policy, with proposed revisions, will be brought to the next meeting for review.
- Suggestions for Change to Board Policy/Procedures – Policy was reviewed with no recommended changes.
- Time Lines – Direction was to archive policy; and consolidate terms with the Development of Board Agenda policy.
- Updating – Policy, with proposed revisions, will be brought to the next scheduled meeting for review.
- Use of Letterhead by Directors – Policy, with proposed revisions, will be brought to the next meeting for review.
- Compensation and Benefits (Replaces Compensation & Human Resources Requirements) - The Policy will be brought to the next scheduled meeting for recommendation of approval.

4. Consider and Approve Schedule of Future Meetings (Committee)

The Committee is not available to meet at its next scheduled meeting on Monday, January 12, 2025 at 1:00 pm. January meeting is pending until confirmation of date and time.

5. Adjournment

There being no further regular business, the meeting was adjourned at 1:25 p.m.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 7/20/22

Policy #: BOD-10

Reviewed:

Revised: 7/20/22

Board Approval: 9/21/00, 8/25/22

Pg. 1 of 2

SUBJECT: Development of Board Agenda

POLICY:

The San Benito Health Care District Chief Executive Officer (CEO), in consultation with the Board President, ~~Administrator~~, and Administrative Assistant are to develop the monthly regular Board meeting agendas based on Board committee reports, consent agenda items, and old, and new business proposed by the CEO and/or other Board members.

PROCEDURE:

Items necessary for the Board business are to be prepared with sufficient time for Directors to adequately review and prepare prior to the monthly Board meeting.

Draft minutes from a Thursday Board meeting are due the afternoon of the Friday of the following week.

Department and committee reports that are to be included as part of the Board packet are to be given to the Administrative Assistant by noon Tuesday the week before the Board's regular Thursday meeting.

All information provided for the board packet is considered public knowledge, and rules of confidentiality should be of the highest priority.

Board packets are to be distributed no later than Monday of the week of the Board's regular Thursday meeting.

Board packets are available hardcopy or email for:

| | |
|--------------------------|--|
| Board members | (5) |
| Executive Team | (4) CEO, CCO, CFO, COO |
| Chief of Medical Staff | (1) |
| Administrative Assistant | (2) (one for Admin. Assistant; one desk copy) |
| Board Counsel | (1) (email and hardcopy at meeting) |

DIRECTOR'S AGENDA

DATE:

QUALITY ISSUES: Community Accountability and Values

Patient Care / Physician and Hospital

FINANCIAL RESPONSIBILITIES

PLANT / FACILITY UPKEEP AND SAFETY

PLANNING / STRATEGY VISIONS

MISCELLANEOUS QUESTIONS / CONCERNS

San Benito Health Care District
Board of Directors
Policy Manual

| SUBJECT | Fiduciary Responsibility Of Board Members | | |
|--------------|---|---------------|--------------------|
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedures | POLICY NUMBER | 2000 - 14 |
| APPROVED BY | San Benito Healthcare District Board of Directors | EFFECTIVE | May 24, 2001 |
| Resolution # | | REPLACES | September 21, 2000 |
| Other | | | |

POLICY

The Board of Directors holds the Healthcare District (District) in trust for the community. The Board of Directors have fiduciary duties of Care, Loyalty and Obedience, requiring them to act in good faith, prioritize the District's mission and community interests over personal gain, follow laws and Bylaws, manage finances prudently and oversee quality of care. It is responsible for its financial welfare and for assuring high quality patient care.

PROCEDURE

Duty of Care: Acting with the diligence and prudence of a reasonable person in a similar position, staying informed about the District's operations, finances, and risks. This involves asking questions, reviewing financial statements, seeking expert advice, and making informed decisions.

While financial operation of the District is entrusted through the Administrator to the Chief Financial Officer, the ultimate responsibility for sound financial management lies with the Board of Directors (Board). Therefore, careful consideration of monthly financial reports, the annual operating budget, and requests for capital expenditures is imperative. Careful monitoring of the following indicators will keep the Board aware of areas of service that may need attention.

- Medical Staff Reports
- Patient Satisfaction Survey Reports
- Risk Management Reports

Strong support should be given to all efforts to provide efficient, high quality patient care.

Duty of Loyalty: Prioritizing the District's interests above personal, financial, or other competing interests, avoiding conflicts of interest. This duty involves disclosing potential conflicts and recusal from related decisions, acting for the good of the District, not personal benefit.

Duty of Obedience: Ensuring decisions and actions align with the District's mission, purpose, bylaws, and applicable laws and regulations. This duty involves upholding the District's commitment to patient care, community health, and its foundational principles.

San Benito Health Care District Board
of Directors
Policy Manual

| SUBJECT | Limit of Authority | | |
|--------------|--|---------------|--------------------|
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedures | POLICY NUMBER | 2000 - 17 |
| APPROVED BY | San Benito Health care-Care District Board of Directors | EFFECTIVE | May 24, 2001 |
| Resolution # | | REPLACES | September 21, 2000 |
| Other | | | |

POLICY

The San Benito Health Care District (District) Governing Board of Directors (Board) is the unit of authority for the District. Apart from the normal function as a part of the ~~unit~~Board, a Board member has no individual authority.

PROCEDURE

1. Individually, a Board member may not commit the District to any policy, act, or expenditure.
2. A Board member cannot do business with the District ~~served~~, nor should ~~the-any~~ Board member have an interest in any contract or agreement with the District in general.
3. A Board member does not represent their zone, nor any factional segment of the community; ~~rather, but rather is a part of the body that~~each member represents and acts for the community as a whole.
4. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility ~~neither~~ with respect to the District, ~~nor as an and shall~~ not, as an individual, command the services of any District employee.
5. No member of the ~~Governing~~ Board shall become an employee of the District while serving on the Board.

San Benito Health Care District Board
of Directors
Policy Manual

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|--|---|---------------------------|----------------|
| SUBJECT | Relationship to Management Company | | |
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedure | POLICY NUMBER | 2000-21 |
| APPROVED BY Resolution # Other | San Benito Health Ceare District Board of Directors | EFFECTIVE REPLACES | May 24, 2001 |

POLICY

For purposes of support in the administration of the San Benito Health ~~care~~-Care District (District), the Board of Directors (Board) may choose to contract with a management company. ~~The Board shall not give up any of its rights pertaining to actions of the management company while gaining the benefits such a union may provide.~~

PROCEDURE

The Board shall not give up any of its rights pertaining to actions of the management company while gaining the benefits such a contract may provide.

Upon choosing a management company, any and all contracts pertaining to that ~~choice transaction must~~ comply with Health Care District Law, and other applicable laws, and cannot be entered into until must first be reviewed by District legal counsel for the Healthcare District has assured that there is nothing detrimental to the District contained therein.

San Benito Health Care District
Board of Directors
Policy Manual

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|--------------|---|---------------|--|
| SUBJECT | Safety and Disaster Plan OVERSIGHT OF SAFETY, EMERGENCY MANAGEMENT, & AND DISASTER PREPAREDNESS | | |
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedures | POLICY NUMBER | 2000 — 22 |
| APPROVED BY | San Benito Healthcare District Board of Directors | EFFECTIVE | May 24, 2001 |
| Resolution # | | REPLACES | September 21, 2000 <u>May 24, 2001</u> |
| Other | | | |

POLICY

~~The Board needs to be aware of what will occur at the hospital in any kind of catastrophic event.~~

PROCEDURE

~~Board members should make themselves familiar with hospital disaster, fire, and safety plans. The manuals for these plans are on file in the Administrative Office.~~

~~Board members should keep their telephone roster available for emergency purposes.~~

PURPOSE

The purpose of this policy is to define the governance responsibilities of the San Benito Health Care District (District) Board of Directors ("the Board") in providing oversight of Hazel Hawkins Memorial Hospital's (Hospital) Safety Program and Emergency Management/Disaster Preparedness Program, in accordance with applicable federal and state laws and regulations governing Critical Access Hospitals (CAHs).

The Board affirms its duty to ensure that systems are in place to protect patients, staff, visitors, and the community before, during, and after emergencies.

POLICY STATEMENT

The Board of Directors shall provide strategic oversight, governance, and accountability for the Hospital's Safety Program and Emergency Operations Plan (EOP). Operational responsibility resides with the Chief Executive Officer (CEO) and delegated hospital leadership (e.g., Director of Emergency Management).

The Board ensures that the Hospital maintains compliance with:

- CMS CAH Conditions of Participation (42 CFR §485.623 & §485.625 – Physical Environment & Emergency Preparedness)
- CMS Emergency Preparedness Final Rule (All-hazards approach; training; communication plan; annual review)
- California Health & Safety Code Title 22 (CAH requirements for safety, disaster planning, and emergency operations)
- California Emergency Services Act (Gov. Code §8550–8669.7)
- National Fire Protection Association (NFPA) 99 & NFPA 101 (Life Safety Code)
- National Incident Management (NIMS)/Incident Command System (ICS) requirements
- OSHA / Cal-OSHA safety standards

The Board's role is policy governance, not rather than operations or day-to-day management. The Board holds the CEO accountable for ensuring the Hospital is prepared and compliant.

PROCEDURE

1. Annual Review & Approval

The Board shall:

1. Review and approve the Emergency Operations Plan (EOP) and associated hazard vulnerability analysis (HVA) at least annually.
2. Review the organizational Safety Management Plan, including goals, incident trends, and annual evaluation.
3. Verify that the EOP addresses CMS-required elements:
 - All-hazards risk assessment
 - Communications plan
 - Policies/procedures for subsistence, evacuation, shelter-in-place

- Roles and responsibilities

- Training and exercises

4. Ensure that annual disaster drills/exercises (full-scale or functional + tabletop) are completed and evaluated.

2. Reporting to the Board

The Board will receive regular updates through the CEO or designee:

Quarterly Reports

- Safety metrics and incident trends
- Environment of care rounds summary
- Workplace violence data (per SB 553 & [California Code of Regulations, Title 8, §3342](#))
- Corrective actions and follow-up
- Status updates on emergency preparedness initiatives

Annual Reports

- Annual evaluation of the Emergency Management Program
- HVA results and mitigation strategies
- Compliance with CMS EP requirements
- Review of community partner engagement (EMS, Public Health, County OES)

3. Authority & Accountability

The Board shall:

- Ensure the CEO assigns responsibility for safety, environment of care, and emergency preparedness functions to qualified individual(s).
- Hold leadership accountable for implementing corrective actions, regulatory compliance, and maintaining emergency readiness.
- Ensure adequate resources (equipment, staffing, training, communications systems) for emergency preparedness.
- Support Hospital participation in regional planning coalitions (e.g., Medical Health Operational Area Coordinator – MHOAC).

4. Governance During an Emergency

During activation of the Emergency Operations Plan:

- The Board retains **governance oversight**, not operational control.
- The CEO or Incident Commander provides timely briefings as appropriate.
- The Board may be asked to support:
 - Resource allocation decisions
 - Community coordination
 - Emergency declarations as required by **District law**

5. Compliance Monitoring

The Board ensures:

- The organization completes required **CMS training, exercises, and after-action reviews (AARs)**.
- Gaps identified during drills or actual events are resolved.
- Policies and procedures remain updated and compliant with:
 - CMS CoPs
 - CDPH requirements
 - Local, state, and federal emergency response standards

6. Documentation

Documentation submitted to the Board shall be maintained in accordance with hospital policy and regulatory requirements, including:

- Minutes reflecting review/approval of EOP and Safety Plans
- Annual evaluations
- HVA assessments
- Exercise summaries and AAR/IPs (Improvement Plans)

RESPONSIBILITIES

Board of Directors:

Provides governance oversight, approves plans, and ensures compliance and readiness.

Chief Executive Officer:

Responsible for operational implementation of plans and ensuring preparedness.

Director of Emergency Management:

Ensures plan maintenance, completion of required training and exercises, tracks compliance, and provides reports to leadership.

REFERENCES (APA Format)

Centers for Medicare & Medicaid Services. (20203). *State Operations Manual Appendix W: Survey Protocol, Regulations and Interpretive Guidelines for Critical Access Hospitals*. CFR 485.625 – Condition of Participation: Emergency Preparedness Retrieved on December 12, 2025 from https://www.cms.gov/regulations-and-guidance/guidance/manuals/downloads/som107ap_w_cah.pdf <https://www.cms.gov>

Centers for Medicare & Medicaid Services. (2016). *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule*.

California Department of Public Health. (2024). *California Code of Regulations, Title 22: Hospital Licensing Requirements*.

California Department of Public Health (CDPH). (No Date). Title 22, Division 5, Chapter 1, Article 7, Section 70741. Disaster and Mass Casualty Program. Retrieved on December 12, 2025 from <https://govt.westlaw.com/calregs>

California Health & Safety Code §§ 32121, 1275, 1300.

California Emergency Services Act, Gov. Code §§ 8550–8669.7.

National Fire Protection Association. (2021). *NFPA 99: Health Care Facilities Code*.

National Fire Protection Association. (2021). *NFPA 101: Life Safety Code*.

U.S. Department of Homeland Security. (2020). *National Incident Management System (NIMS)*.

U.S. Department of Homeland Security. (2018). *Incident Command System (ICS)*.



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 7/20/22

Policy #: BOD-23

Reviewed: 5/2001, 7/20/22

Revised: 5/24/2001, 7/20/22

Board Approval: 5/24/2001, 8/25/22

San Benito Health Care District Bylaws – Section X.B (1)

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SUBJECT: Strategic Planning

POLICY:

The District recognizes the importance of ongoing strategic planning process by which it translates its mission and values into actionable and measurable goals, strategies, initiatives, and programs. The plan will provide direction for both long and short-term decision-making by the San Benito Health Care District (District) Board of Directors and Executive Leadership to fulfill the mission of the District and make choices among competing demands for capital investment, philanthropy, facilities, and human resources.

PROCEDURE:

The President of the Board of Directors (Board) shall appoint all members of the Strategic Planning Committee to include at least: two (2) members of the Board, one (1) representative of the Medical Staff, one (1) representative of the Hospital Auxiliary, one (1) representative of the Director of Nursing, one (1) representative of the Foundation Board, and the Chief Executive Officer and/or his/her/their designee.

PROCEDURE:

The Strategic Planning Committee shall meet as necessary during the year to propose to the Board specific goals and objectives for a minimum three (3) year period. Such proposal shall be made no later than of each year. The long-range strategic plan shall be revised and updated no less than annually.

San Benito Health Care District Board
of Directors
Policy Manual

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|--------------|--|---------------|--------------------|
| SUBJECT | Use of Letterhead by Directors | | |
| WRITTEN BY | Board Ad Hoc Committee on Policy & Procedures | POLICY NUMBER | 2000 - 27 |
| APPROVED BY | San Benito Health care-Care District Board of Directors | EFFECTIVE | May 24, 2001 |
| Resolution # | | REPLACES | September 21, 2000 |
| Other | | | |

POLICY

The San Benito Health Care District (District) Board of Directors (Board) desires to clarify and standardize the process for handling correspondence received by Board members on behalf of the District.

PROCEDURE

1. In the event a Board member receives individual correspondence concerning District business ~~from an individual who does not request anonymity~~, the Board member shall promptly deliver the correspondence received to the President/Chief Executive Officer of the District.

2. The President/Chief Executive Officer shall distribute the correspondence to the other members of the Board.

2.3. The President/Chief Executive Office may designate a District staff member to ~~be responsible for responding~~ respond to such correspondence and shall inform the appropriate Board member of the identity of that staff member.

~~The letter shall be prepared by the District staff member with input from and for the signature of the Board member who received the correspondence, using the attached sample, "Exhibit A".~~

~~In the event anonymity is requested, the Board member shall advise the author of the~~

~~correspondence by phone or personal correspondence, using language in the attached sample "Exhibit B", that the District cannot address the concerns expressed without revealing the identity.~~

3.4. Excepting express authority of the Board, or as provided herein, Board members are prohibited from corresponding on or otherwise using stationery containing District letterhead.

4.5. Board members are prohibited from taking a position orally, or in writing, expressly or impliedly, which identifies the position of the District on any matter without prior express permission of the Board.

5. ~~With permission of the Board, the President or designated Board member may provide a response setting forth a position of the District, and utilizing official letterhead.~~

EXHIBIT A

Date

Inside address

Dear _____

Thank you for your letter of _____, concerning _____

I have forwarded your correspondence to _____, the _____
_____ of _____, for (his) (her) attention. (Mr.)
(Ms.) _____ will respond to your inquiry shortly. Please direct any further correspondence on
this matter to (him) (her). If you do not hear from (Mr.) (Ms.) by _____, please contact me
again.

~~Thank you for brining this matter to my attention.~~

~~Very truly yours,~~

~~(Board member's name)~~
Board of Directors

EXHIBIT B

Date _____

Inside address _____

Dear _____,

Thank you for your letter of _____, concerning _____

~~You indicated in your correspondence that you did not want me to reveal your name to District Staff. The Board's policy is to forward all correspondence received by individual Board members to the President/Chief Executive Officer of the District for response. Both the Board and the President/Chief Executive Officer are sensitive to requests of residents of the District to keep their identity confidential. However, I have, as a Board member, the responsibility to share your inquiry with the CEO and thus reveal your identity.~~

~~Please indicate whether you would like me to proceed with the matter discussed in your letter. Thank you for bringing this matter to my attention.~~

~~Very truly yours,~~

~~(Board member's name) Board
of Directors~~

Policy : Board Member Identification, Compensation & Benefits Policy

PURPOSE

Compensation

To establish guidelines for serving compensation, expense reimbursement, and benefit participation for the Board of Directors in accordance with applicable state laws and San Benito Health Care District (District) policy .

POLICY

The members District has established the following requirements for Board of Directors (Board) identification, Human Resources compliance expectations, and guidelines governing compensation, expense reimbursement, and participation in District-sponsored benefit programs, in accordance with applicable laws and District policies.

PROCEDURE

Identification Badges

- Directors are required to obtain and wear District-issued identification (ID) badges issued by the Human Resources (HR) Department.
 - The HR Department will issue an identification badge to each Director.
 - Directors must display badges as required while on District premises.
 - Lost badges must be reported to HR immediately for replacement.

Human Resources Policy Familiarity

- Directors must familiarize themselves with the District's HR policies and procedures. All questions or concerns from hospital personnel regarding HR matters must be referred to the HR Department.

Compensation

- Directors shall not receive any stipend or per-meeting compensation unless specifically authorized by resolution of the Board shall in serve accordance without with compensation Health except and that Safety each Code §32103.

Expense Reimbursement

- Directors allowed are entitled to reimbursement for actual and necessary expenses incurred while conducting official District business, including travel , meals, and incidental lodging, expense consistent incurred with Government Code § 53232.3 and Health & Safety Code § 32103.
- The following types of occurrences qualify for reimbursement when attended in the performance of the official business of the District duties as approved by the Board. The members Directors of the Board shall and when prior approval is obtained. These examples are intended to be entitled illustrative and not exhaustive and include, but are not limited to , the following:

- Training workshops, seminars, and conferences.
- Educational workshops, seminars, and conferences.
- Meetings of or sponsored by ACHD (Association of California Health Care Districts), CSDA (California Special Districts Association), CHA (California Hospital Association), and other state or national organizations relevant to the purposes of the District.
- Meetings of local governmental entities and bodies and ad hoc committees thereof.
- Meetings of local nonprofit organizations.
- Meetings of community or civic groups or organizations.
- Meetings of advisory groups and ad hoc committees organized or conducted by District staff.
- Meetings with District consultants, advisors, and other professionals.
- Any other activity that the Board determines in advance to be necessary or appropriate to the conduct of District business, whether the request for attendance is initiated by the Board or by a Director.
- Expense claims must include itemized receipts and a brief description of the business purpose and must be submitted within thirty (30) days of incurring the expense.
- The Chief Financial Officer shall review and verify all claims prior to approval.

Health and Life Insurance Benefits

- Directors may participate in District-sponsored health and life insurance programs pursuant to Government Code §53201 and under the same terms and conditions applicable to District employees, as determined by Board resolution.
- The HR Department shall coordinate enrollment, maintain documentation of their participation, and ensure compliance with eligibility and reporting requirements.

Transparency and Reporting

- Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the District (Gov. Code §53232.3). If the Director is not in attendance at the next regular meeting, a written report may be submitted and read aloud by another Director.
- All reimbursements and benefit participation are subject to inspection in accordance with the California Public Records Act (Gov. Code §7920.000 et seq.) and other applicable laws.
- The District shall maintain all records of Board members' member reimbursements and benefits in accordance with public record retention requirements.

PROCEDURE REFERENCES

The California Board's Health and Safety Code §§32103–32103.5 | <https://codes.findlaw.com/ca/health-and-safety-code/hsc-sect-32103> Accessed: November 10, 2025

California Government Code §§53201–53208, §53232.3 | <https://codes.findlaw.com/ca/government-code/gov-sect-53201/> Accessed: November 10, 2025

Ralph M. Brown Act (Gov. Code §54950 et seq.) | <https://codes.findlaw.com/ca/government-code/gov-sect-54950/> Accessed: November 10, 2025

California Public Records Act (Gov. Code §7920 et seq.) | https://leginfo.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=10.&title=1.&part=&chapter=&article= Accessed: January 8, 2026



BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 3/17/22

Board Approval: 3/24/22

Policy #: BOD-31

Reviewed:

Revised:

Pg. 1 of 1

SUBJECT: Compensation of the Chief Executive Officer

PURPOSE:

The Chief Executive Officer (CEO) of San Benito Health Care District (SBHCD) is the person responsible for the efficient operation of SBHCD. Therefore, it is the desire of the San Benito Health Care District Board of Directors to provide fair compensation (salary and benefits) to the CEO.

POLICY:

1. Annually (as of hire date) the SBHCD Board of Directors (Board) shall evaluate the performance and review the compensation of the ~~Chief Executive Officer~~CEO to determine if a compensation adjustment is appropriate.

PROCEDURE:

1. The Board ~~of Director~~ President shall appoint two (2) members of the Board ~~of Directors~~ as an Ad Hoc Committee to research comparability data of similar organizations and similarly qualified individuals.
2. At a duly noticed regular meeting of the Board ~~of Directors meeting~~, the Ad Hoc Committee will make a recommendation to the full Board of Directors for any compensation (salary and/or benefits) adjustments based on the review of the data and the CEO Performance Review.
3. During the Open Session of the Meeting Agenda, and following a verbal report, the Board of Directors will consider and take action on the recommendations of the Ad Hoc Committee for any adjustments to compensation for the ~~Chief Executive Officer~~CEO.