



**REGULAR MEETING OF THE BYLAWS/POLICIES AND PROCEDURES COMMITTEE  
SAN BENITO HEALTH CARE DISTRICT  
911 SUNSET DRIVE, HOLLISTER, CALIFORNIA  
MONDAY, FEBRUARY 9, 2026 – 1:00 PM  
SUPPORT SERVICES BUILDING, 2<sup>ND</sup>-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 – January 13, 2026 Meeting.
3. Policies for Review and Recommendation:
  - Updating: Renamed (Board Member Handbook)
  - Absence of CEO
  - Ethics and Education Training
  - District Board Approval
  - San Benito Health Care District Board Member Expenditure Reimbursement
  - Meeting of Directors
4. Policies Recommended for Archival:
  - District Finance Committee Charter
  - District Networking Committee Charter
  - District Planning and Facilities Committee Charter
  - Joint Conference Committee Charter
  - Patient Safety Program
5. Consider and approve next meeting (Committee) – March 9, 2026 at 1:00 PM.
6. 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.

San Benito Health Care District  
Board of Directors  
Policy Manual

SUBJECT	<b><u>Updating Board Member Handbook</u></b>		
WRITTEN BY	Board Ad Hoc Committee on Policy & Procedures	POLICY NUMBER	<b>2000 - 26</b>
APPROVED BY	San Benito Healthcare District Board of Directors	EFFECTIVE	May 24, 2001
Resolution#		REPLACES	September 21, 2000
Other			

## POLICY

The San Benito Health Care District (District) shall provide each Board member, at the beginning of their term of office, a Board Member Handbook containing the following materials:  
The following, updated documents should be available to Board members:

- District Bylaws
- The District's Organizational Chart
- A Department Manager Roster (includes names and extension numbers) (Also see Communication Directory)
- Board Committee Assignments (including committee description, names of Board, and staff members, doctors/medical staff representatives (if applicable), and dates/times of meeting schedules)
- The Administrative Policy Manual
- Materials related to continuing education, including seminar information, legislative updates, and relevant training resources.
- o Other material for continuing education, seminars, legislative updates, etc.
- Reasons for closed session (Quarterly QA Reports in January, April, July and October)
- A copy of the Ralph M. Brown Act.

Updates to the above materials shall be provided to Board members throughout their term.

## PROCEDURE

1. Administration will distribute updated materials to Board members as needed. Delivery may occur by email, telephone notification, or other means to ensure timely communication.

~~If necessary, information will be faxed, telephoned or e-mailed to Board members to expedite communication.~~

2. Administration offices are open Monday through Friday, except for holidays, from 7:30 a.m. to 5:30  
~~4:30 p.m. to allow Board members access to mail slots.~~

3. When timely delivery is necessary, information may also be sent electronically to ensure prompt receipt.



## ADMINISTRATIVE POLICY MANUAL

CREATED: 9/2021

Reviewed: NEW

Revised: NEW

LD

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### SUBJECT: ABSENCE OF ~~SBHCD~~ CHIEF EXECUTIVE OFFICER

**PURPOSE:** The San Benito Health Care District (District) Board of Directors (Board) is responsible for appointing the Chief Executive Officer ~~of the District~~, who is responsible for overall managing management of SBHCDthe District. In the absence of the CEO, it is important that a qualified administrative person leader be available to ensure continuity of operations, provide for decision-making authority, and address urgent operational guidance, and to answer questionsissues.

**POLICY:** During the absence of the Chief Executive Officer (CEO), or any Interim CEO, of San Benito Health Care District (SBHCD), and in recognition of the SBHCDDistrict Organization Plan, the qualified individuals designated below shall assume responsibility (in the order presented ~~here~~) for all aspects of management of District and Hospital operations, in collaboration with other SBHCDDistrict Senior Executives:

- ~~1. Chief Operating Officer,~~
- ~~2.1. Chief Financial Officer (CFO);~~
- ~~3.2. Chief Clinical Officer, Chief Nursing Officer (CNO); or~~
- ~~3. or, d~~ Designee as appointed by the Chief Executive Officer

- ~~A. Absence of the Chief Executive OfficerCEO includes periods during which the CEO cannot be contacted will mean the inability to contact the CEO~~ due to vacation, illness, incapacity, or other ~~absence from the facilitiescircumstances resulting in unavailability~~.
- ~~B. Executives include Chief Executive Officerthe CEO, Chief Financial OfficerCFO, Chief Operating Officer, and Chief Clinical Officer~~ and Chief Nursing Officer.

### GENERAL INFORMATION

- A. ~~In the eventWhen~~ the CEO is unavailable ~~due to absence~~, the ~~Chief Operating Officer Chief Financial OfficerCFO~~ shall be the Acting CEO responsible for the following, including but not limited to:
  - All Overseeing all operations of SBHCDDistrict and its facilities.
  - Attending Board and committee meetings where the CEO's attendance is required, such as Medical Executive Committee (MEC) and sub-committees of the Board ~~of Directors~~.
  - ~~Be consulted on~~Addressing regulatory issues normally brought to the attention of the CEO.
  - Representing the SBHCDDistrict at Hospital functions.
- B. Issues relating to medical staff matters shall be reviewed in consultation with the Medical Staff Department prior to taking action. Should answers to questions be difficult to reach or uncertainty exists in making the correct decision, the designees may contact the President of the Board ~~of Directors~~ for appropriate direction, and/or consult District Legal Counsel for assistance.
- C. Whenever possible and practical, matters involving issues with potentially serious ramifications should be deferred until the return of the CEO.

### PROCEDURE

- A. In the absence of the ~~Chief Executive Officer according to this policy~~CEO, the ~~Chief Operating Officer~~  
~~Chief Financial Officer~~CFO or other Executive Designee is to be contacted as the Acting CEO. Should  
the Administrative Supervisor, operator or person initiating the response be unable to contact the ~~Chief~~  
~~Operating Officer~~, ~~Chief Financial Officer~~CFO, the above chain of command will apply.





## BOARD OF DIRECTORS POLICY MANUAL

Committee Approval:

Board Approval:

Policy #: BOD-

New: 8/24/22

Reviewed: 4/14/23

Revised:

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**SUBJECT:** Ethics ~~Training~~ and Education Training ~~Relating to Work-Place Harassment Requirements~~

### **PURPOSE:**

~~To provide~~ establish clear guidelines to ensure the for compliance with AB 1234 for ethics training and sexual harassment training and education for San Benito Health Care District ("District") Board members comply with statutory requirements for ethics training and sexual harassment prevention training.

### **POLICY:**

~~It is the policy of the San Benito Health Care District~~ To ensure that District Board members receive complete training in ethics according to California Government Code sections 53234, et seq. (AB 1234) training and education regarding sexual harassment prevention and abusive conduct in the workplace.

### **PROCEDURE:**

1. Each District Board member is required to complete a minimum of two (2) hours of ethics training sufficient to meet the legal requirements of AB 1234 Government Code section 53234 within six (6) months of assuming office, and every two (2) years thereafter. Such training must cover responsibilities, conflicts of interest, transparency and new fiscal rules.
2. All District Board members are required to complete at least two (2) hours of training and education relating to workplace harassment, abusive conduct, within six (6) months of assuming office, every and every two (2) years thereafter.

Free online training is offered at through the Institute for Local Government at [www.ca-ilg.org/ethics-education-and-training-ab-1234](http://www.ca-ilg.org/ethics-education-and-training-ab-1234); the California Civil Rights Department at <https://civildrights.ca.gov/shpt/> or self-study through District Counsel as a self-serve training program; therefore, there will be no expense reimbursement for this mandatory training.

The District shall maintain ethics training records for five (5) years, and these records are subject to disclosure under the California Public Records Act.

### **REFERENCE:**

AB 1234 (~~Chapter 700, Statutes of 2005~~) Government Code; ~~S~~ sections 53232 and 53235 Health and Safety Code section 32103; and SB 827.



## Administrative Policy Manual

Reviewed: 08/26/2021, 8/2/2022

Revised: 08/27/2021, 8/2/2022

Finance

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**SUBJECT:** District Board Approval

**PURPOSE:** To provide guidelines for the San Benito Health Care District (District) Board Members for when their approval is required in addition to ~~the CEO, COO, or CFO of the organization~~ District administration or executive staff in for contracting with ~~the entities needed in order to operate the District~~ third parties.

### POLICY:

The policy covers clinical and non-clinical service agreements including direct patient care and support service agreements.

#### **A. ~~Contracts~~Agreements:**

1. **Purchased Service Agreements** are for services that the District does not provide with ~~its own~~ District employees. Examples ~~of these agreements would include~~ the Pharmacy, HIM, and Security departments.
2. **Operational Leases** are for equipment ~~that~~ the District does not own. Examples ~~of these agreements would be include~~ the E.H.R. systems such as MeditTech and eCW<sub>1</sub> and copier machines.
3. **Maintenance Service Agreements** are for service coverage for equipment ~~(whether it is owned or leased by the District)~~. Examples ~~would include but are not limited to the MRI, CT S~~scanners, and other ~~machines equipment~~ used in the Radiology department.
4. **Property Rental Leases** are for property the District does not own. Examples include the Lab Ddraw station on McCray and the clinics on 4<sup>th</sup> Street, San Juan Bautista, and the Multi-Specialty and Barragan Rural Healthcare Clinics facilities.

~~For all agreements and leases listed under Section A. Contracts, only~~ Agreements and leases in this Section that those that have a term ~~of greater than one (1) year~~ and a cost in excess of ~~\$100,000~~ \$150,000 annually ~~are required to~~ shall be presented to the Finance Committee ~~for recommendation and and recommended to~~ the District Board for approval.

The CEO, ~~COO~~, and CFO are authorized to approve ~~the agreements and leases in this Section~~ that do not meet the aforementioned criteria, including agreements with a term of one (1) year or less, and an annual cost of less than \$150,000.

#### **B. Capital Expenditures:**



1. **Budgeted Capital Expenditures** ~~that are~~ included in the annual Capital Budget, ~~which have been~~ presented to the District Board with the annual Operational Budget ~~for approval and approved, will shall~~ be considered approved throughout the fiscal year. The CEO, ~~COO,~~ and CFO ~~will be are~~ authorized to execute ~~the~~ such capital expenditures when the timing is deemed appropriate and the cost is within fifteen percent 15% ~~in excess~~ of the approved budgeted cost.
2. **Non-Budgeted Capital Expenditures** ~~will shall~~ be brought to the Finance Committee for recommendation and District Board for approval if the cost exceeds \$100,000 \$150,000. ~~This These expenditures~~ includes equipment ~~that is~~ required for new services and functions, ~~to replace~~ ment of obsolete units, and ~~add addition~~ of a units.

C. **Physician Agreements:**

1. **Group Contracts** include agreements with physician groups that provide medical coverage for the Emergency Department, Hospitalists program, and Pediatric on-call for the OB ~~D~~department.
2. **Individual Physician Agreements** include agreements with the physicians contracted as primary care, surgeons, orthopedists, and the various specialists who are based in the District's clinics and may or may not have privileges to perform services in the hospital.
3. Extension of agreements without any ~~increases in the~~ changes to compensation ~~or a decrease in the compensation~~ may be approved by the CEO, ~~COO,~~ or CFO with only notification to the District Board. ~~The e~~ Extensions should not exceed one (1) year.
4. New agreements with ~~out any no~~ financial ~~compensation or~~ impact to the facility may be approved by the CEO, ~~COO,~~ or CFO with only notification to the District Board. This type of agreement ~~would~~ includes a physician having privileges to provide medical services to the Skilled Nursing ~~F~~facility residents.
5. **Office Leases** ~~refer to the are~~ agreements ~~where in which~~ the District is the landlord and the physician is the tenant, or the District is the ~~tenant~~ tenant, and the physician is the landlord. A Fair Market Assessment for comparable rental units in the area will be completed by the District prior to the agreement being presented to the District Board.

Prior to being presented to the Finance Committee for a recommendation to the Board, all Physician Agreements will comply with the Fair Market Value Policy and Physician Services Contract Policy and Procedure policies included in the Administrative Policy Manual.



## BOARD OF DIRECTORS POLICY MANUAL

Committee Approval:

Policy #: BOD-3

Reviewed: 1/2017, 8/2/22

Revised:

Board Approval: 8/25/22

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**SUBJECT:** San Benito Health Care District (District) Board Member Expenditure Reimbursement

**POLICY:** District Board members are entitled to reimbursement for actual and necessary traveling and incidental expenses incurred in the performance of official business of the District.

### PROCEDURE:

#### 1. Authorized Expenses

1.1 Generally Authorized Expenses. District funds, equipment, supplies, titles, and staff time must only be used for authorized District business. Authorized expenses are, generally, expenses incurred in connection with activities including, but not limited to, the following:

- 1.1.1 Communicating with representatives of regional, state, and national government on District-adopted policy positions;
- 1.1.2 Attending educational seminars designed to improve Board Member's skills and information levels;
- 1.1.3 Participating in regional, state, and national organizations whose activities affect the District's interests;
- 1.1.4 Participating in an event recognizing service to the District; and
- 1.1.5 Attending District events.

1.2 Prior Approval for Other Expenses. All other expenditures require prior approval by the District Board of Directors (Board) in a public meeting. The following expenses also require prior approval by the District Board of directors:

- 1.2.1 International and out-of-state travel;
- 1.2.2 Expenses that exceed the annual limits established for each office holder Board member; and
- 1.2.3 Expenses exceeding **\$2,500** per trip.

1.3 Personal Expenses. Examples of personal expenses that the District will not reimburse include, but are not limited to:

- 1.3.1 The personal portion of any trip;
- 1.3.2 Political or charitable contributions or events;
- 1.3.3 Family expenses, including partners' expenses when accompanying officials Board members on District-related expenses;
- 1.3.4 Entertainment expenses;

1.3.5 Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and

1.3.6 Personal losses incurred while on District business.

**1.4 Questions.** Any question regarding the propriety of a particular type of expense should be resolved by the district board of directors before the expense is incurred.

**2. Cost Control.** To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. In the event that expenses are incurred that exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

**2.1 Transportation.** Directors shall utilize the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates should be utilized when available.

**2.1.1 Rental Vehicles.** Charges for rental vehicles may be reimbursed under this provision if the expense is economical and reasonable for purposes of conducting the business of the District.

**2.1.2 Airfare.** Charges for airfare may be reimbursed under this provision if the expense is economical and reasonable for purposes of conducting the business of the District.

**2.1.3 Automobile.** Automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time the expense is incurred. The IRS mileage reimbursement rate does not include bridge and road tolls, which are also reimbursable. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. The ~~Internal Revenue Service~~IRS rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed for rental vehicles.

**2.1.4 Taxis/Ride Share/Shuttles.** Taxis, ride share, or shuttle fares may be reimbursed, including a fifteen percent (15%) gratuity per fare, when the cost is economical and reasonable for purposes of conducting the business of the District.

**2.2 Lodging.** Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

**2.2.1 Conferences/Meetings.** If lodging is in connection with a conference, lodging expenses ~~may~~ shall not exceed the maximum group rate published by the conference or activity sponsor, ~~for the meeting in question,~~ if such rates are available at the time of booking. If the group rate is not available, see the next section.

**2.2.2 Other Lodging.** Travelers must request government rates, when available. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed \$300 per night or the conference rate are presumed reasonable and hence reimbursable for purposes of this policy.

**2.3 Meals.** Reimbursable meal expenses and associated gratuities will not exceed the ~~Internal Revenue Service~~IRS rates in effect at the time the expense is incurred. When a meal function is an organized event, the director shall be reimbursed the amount being charged by the event organizer for the meal, regardless of whether the per-person cost exceeds the Internal Revenue Service rates. The District will not pay for alcohol/personal bar expenses.

2.4 Phone/Fax/-Internet. Board Members will be reimbursed for actual telephone and fax expenses incurred ~~on for~~ District business. Telephone bills should identify which calls were made on District business. Board Members will be reimbursed for internet access connection and/or usage fees away from home, not to exceed \$25.00 per day, if internet access is necessary for District-related business.

2.5 Airport Parking. Long-term parking must be used for travel exceeding twenty-four (24) hours. Board Members will be reimbursed for airport parking expenses.

2.6 Personal Responsibility. ~~If a Board member elects to incur expenses that exceed the established rates or allowable amounts under this Policy without first securing prior approval from the Board, the District will reimburse only up to the approved limits. Any costs above those limits must be paid personally by the Board member.~~

### 3. Expense Reports

3.1 Expense Report. All expense reimbursement requests must be submitted on an expense report form provided by the District, ~~accompanied by receipts documenting each expense. Expense reports must document that the expense in question met the requirements of this policy.~~

3.2 Submission Deadline. Officials must submit their expense reports within a reasonable time and not later than sixty (60) days of an expense being incurred, ~~accompanied by receipts documenting each expense.~~

3.3 Audits. All expenses are subject to verification that they comply with this policy.

4. Director Report. ~~Board members must provide a brief report at the next regular meeting for any meeting or conference attended at District expense.~~

5. Compliance With Laws. Board Members understand that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

56. Violation Of This Policy. Under state law, the use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges; (2) a demand for restitution to the District; (3) the ~~agency's-District's~~ reporting the expenses as income to the ~~elected official~~Board member to state and federal tax authorities; (4) civil penalties of up to \$1,000 per day and three times the value of the resources used; and (5) prosecution for misuse of public resources.





## BOARD OF DIRECTORS POLICY MANUAL

Committee Approval: 1/22

Policy #: BOD-30

Reviewed:

Revised:

Board Approval: 1/22

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**SUBJECT:** Meetings of Directors

### **POLICY:**

San Benito Health Care District (District) Board Meetings: Location, Time, Date, and Quorum

### **PURPOSE:**

To establish procedures for meeting notice, scheduling, quorum, and public access to ensure all meetings of the District Board of Directors (Board) comply with the Ralph M. Brown Act (Government Code § 54950 et seq.).

### **PROCEDURE:**

#### **1. Regular Meetings**

Regular meetings of the Board shall be held monthly on the fourth (4<sup>th</sup>) Thursday of each month at 5:00 p.m. at a location on the Hazel Hawkins Memorial Hospital campus. The Board may from time to time, by majority vote, change the time and place of a regular meeting. The District shall post an agenda in a location freely accessible to members of the public and on the District website, which ~~complying~~ complies with the California Government Code Brown Act at least seventy-two (72) hours prior to a regular ~~the~~ meeting.

#### **2. Special Meetings**

Special meetings of the Board may be called by the President of the Board or by three (3) ~~D~~irectors. The District shall deliver written notice of a special meeting to all Board members at least twenty-four (24) hours prior to the time of the meeting as specified in the notice. The District shall post the notice of the special meeting in a location that is freely accessible to members of the public. This 24-hour notice requirement shall not apply in an “emergency situation” as defined in the California Government Code. Written notice must be provided to each Board member (unless waived) and provided to all media outlets that have submitted written requests for notice. The notice must be delivered by personal delivery or any other means that ensures receipt at least twenty-four (24) hours before the time of the meeting.

#### **3. Emergency Meetings**

Emergency meetings may be called when prompt action is required due to a work stoppage, crippling activity, or other emergency that severely impairs public health, safety, or the ability to provide essential public services. Notice shall be provided to all news media who have requested notice of special meetings by telephone at least one (1) hour before the meeting. All telephone numbers provided by the media must be attempted. If telephones are not functioning, notice requirements are waived, but the District shall notify the media of the meeting and any action taken as soon as possible.

#### 4. Adjourned and Continued Meetings

A regular, special, or adjourned meeting of the Board may be adjourned to a stated time and place. If the meeting is adjourned to a time not stated in the original order of adjournment, the meeting shall be deemed continued to the time regularly scheduled for Board meetings. Any meeting may be adjourned by the Board members present, even if less than a quorum is in attendance. If no Directors are present, the Clerk or Secretary of the Board may adjourn the meeting. If a meeting is adjourned for less than five (5) calendar days, a new agenda is not required, provided that no new item of business is introduced at the continued meeting. A copy of the order of adjournment shall be posted within twenty-four (24) hours after the meeting is adjourned at or near the door of the place where the meeting was held. If a meeting is continued to a later date, all public notice and agenda requirements applicable to the original meeting shall apply to any new business added to the continued meeting.

#### 4.5. Quorum

For regular and special meetings of the Board, a quorum shall be three (3) members. ~~No action may be taken without a quorum present.~~

#### 5.6. Public Meetings

All meetings of the Board, whether regular, special, or adjourned, shall be open and public, and all persons shall be permitted to attend any meeting unless otherwise provided by law. Public testimony on a particular issue shall be limited to ~~a maximum of~~ three (3) minutes ~~for each individual speaker for each issue~~ ~~per speaker per agenda item, unless otherwise adjusted by the~~ . ~~The Board may, at its discretion, allow for more time if deemed appropriate or necessary based on the number of speakers or other reasonable considerations consistent with the Brown Act.~~

#### 7. Closed Session

The Board may meet in closed session only as authorized by the Brown Act. The agenda shall identify the statutory authority for each closed-session item. Before convening in closed session, the Board shall make the required public announcement. Following the closed session, the District must provide an oral or written report of any reportable action taken and the vote of every Board member present, as required by law.