



Hazel Hawkins  
MEMORIAL HOSPITAL

**REGULAR MEETING OF THE BYLAWS/POLICIES AND PROCEDURES COMMITTEE  
SAN BENITO HEALTH CARE DISTRICT  
911 SUNSET DRIVE, HOLLISTER, CALIFORNIA  
MONDAY, APRIL 20, 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 – February 9, 2026 Meeting.
3. Policies for Review and Recommendation:
  - Potential Conflict of Interest
  - CEO Compensation
  - Investment Policy
  - Board Member Remote Participation (Revised)
4. Policies Recommended for Archival:
  - Absence of Interim CEO (Combined with Absence of CEO)
5. Consider and approve next meeting (Committee) – May 11, 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.



# Hazel Hawkins

## MEMORIAL HOSPITAL

**DISTRICT BYLAWS / POLICIES AND PROCEDURES COMMITTEE  
FEBRUARY 9, 2026 – 1:00 PM  
GREAT ROOM, 2<sup>ND</sup>-FLOOR, SUPPORT SERVICES BUILDING**

**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  
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 1:05 p.m. by Director Sanchez, attendance was taken by roll call.

2. **Consider and Approve Minutes of the District Bylaws/Policies and Procedures Committee – January 13, 2026.**

Motion: By Director Pack, to approve the minutes of the District Bylaws/Policies and Procedures Committee – January 13, 2026, Seconded by Director Sanchez, and unanimously approved.

3. Review of Policies for Review and Recommendation

- Updating Renamed (Board Member Handbook) – Direction provided to forward the revised policy to the full Board recommending approval.
- Absence of CEO - Direction provided to forward the revised policy to the full Board recommending approval, with the recommended edits.
- Ethics and Education Training – Direction provided to forward the revised policy to the full Board recommending approval.
- District Board Approval – Direction to forward the revised policy to the full Board recommending approval, and list as an action item for discussion.
- San Benito Health Care District Board Member Expenditure Reimbursement – Direction provided to forward the revised policy to the full Board recommending approval.
- Meeting of Directors – Direction provided to forward the revised policy to the full Board recommending approval.

4. Policies Recommended for Archival

- District Financial Committee Charter – Direction to forward to the full Board recommending archival.
- District Networking Committee Charter – Direction to forward to the full Board recommending archival.
- District Planning and Facilities Committee Charter – Direction to forward to the full Board recommending archival.
- Joint Conference Committee Charter – Direction to forward to the full Board recommending archival.
- Patient Safety Program – Direction to forward to the full Board recommending archival.

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

The Committee approved to meet on Monday, March 9, 2026 at 1:00 pm.

6. Adjournment

There being no further regular business, the meeting was adjourned at 1:39 p.m.

San Benito Health Care District  
Board of Directors  
Policy Manual

SUBJECT	<b>INVESTMENT POLICY</b>	
WRITTEN BY	Board Finance Committee	POLICY NUMBER: 2003-28
APPROVED BY	San Benito Health Care District Board of Directors	Effective: <del>2/27/03</del> <u>3/26/26</u>
		Replaces: <del>New-2/27/03</del>

**POLICY**

~~Designated cash shall be invested in short-term marketable securities earning a market rate of interest without assuming undue risk to principle. The primary objectives of such investments shall be to preserve capital, maintain liquidity and procure investment income. Investment vehicles shall be: Money Market Accounts, U.S. Government Bonds, Certificates of Deposit, and "A" rated Corporate Bonds.~~

~~Government Code sections 53600-53686, establishes a list of Permitted Investments. These laws are designed to ensure safety, liquidity, and yield – in that order of priority. In addition, each Health Care District must adopt its own formal Investment Policy annually, which may impose stricter limits than state law (Government Code section &5365653646(a)(2).)~~

**Permitted Investments include:**

- U.S. Treasury Obligations – Max maturity: 5 years
- U.S. Government Agency Securities – Max maturity: 5 years
- LAIF (“Local Agency Investment Fund”) – Highly liquid; daily access
- CAMP (“California Asset Management Program”) – Liquid and state-compliant
- Certificates of Deposit (“CDs”) – Must follow ~~&sections 53601/~~ and 53635 rated if negotiable
- Municipal Bonds – Investment grade (A or better)
- Bankers’ Acceptances – Max 180 days; Max 40% of portfolio
- Commercial Paper – Max 270 days; Max 25% of portfolio; 10% per issuer
- Medium-Term Corporate Notes – Max maturity: 5 years; Max 30% of portfolio
- Repurchase Agreements (“Repos”) – Collateral at 102%; Short-term only
- Money Market Mutual Funds – Max 20% of portfolio; Max 10% per fund
- Supranational Obligations – Max 30% of portfolio

- Long-term Bonds (greater than 5 years) – The District Board of Directors (“Board”) would need to adopt a resolution explicitly authoring such investments and the authorization needs to be granted at least three months before the investment is made.

Prohibited Investments include:

- Equities (stocks)
- Equity Funds
- Options
- Other Securities

**PROCEDURE**

The Finance Committee shall review the District's investment portfolio on a semi-annual basis. Changes to the investment portfolio will be recommended by the Finance Committee to the District Board for approval. No changes will be made without the approval of the Board except for the level of funding in the LAIF, which is determined by the Chief Financial Officer. The Chief Financial Officer, acting on behalf of the Board, will execute the approved investment transactions through the authorized Brokerage Firm.

The following restrictions apply:

- All investments must be denominated in U.S. dollars.
- Investments in any one obligation shall not exceed 20% of total value of the portfolio.
- Investments in any one obligation shall not exceed \$1,000,000 except for funds held in the LAIF which may be up to 50% of cash available.
- ~~• No investment will have a life span of more than 10 years.~~

~~Effective 2/27/03  
Investment Policy.doc~~

**Investment Policy:**

The investment policy of the ~~San Benito Health Care~~ District is to invest designated cash in investments listed in this policy, short-term marketable securities earning a market rate of interest without assuming undue risk to principle. The primary objectives of such investments shall be:

- Preservation of Capital
- Maintenance of Liquidity
- Investment Income

**~~Investment Vehicles:~~**

- ~~• Money Market Accounts~~
- ~~• U.S. Government Bonds~~
- ~~• Certificates of Deposit~~
- ~~• "A" rated Corporate Bonds~~

### **Investment Procedure:**

The Finance Committee will review the District's investment portfolio on a semi-annual basis. Changes to the investment portfolio will be recommend by the Finance Committee to the District Board for approval. No changes will be made without the approval of the Board ~~except for the level of funding in the LAIF which is determined by the Chief Financial Officer.~~ The Chief Financial Officer, acting on behalf of the Board, will execute the approved investment transactions through the authorized Brokerage Firm.

### **Investment Restrictions:**

- All investments must be denominated in U.S. dollars.
- Investments in any one obligation shall not exceed 20% of total value of the portfolio
- Investments in any one obligation shall not exceed \$1,000,000 except for funds held in the LAIF which may be up to 50% of cash available.
- ~~No investment will have a life span of more than 10 years.~~

## Policy : Board Member Remote Participation

### PURPOSE

The purpose of this policy is to ensure that the San Benito Health Care District (District) Board of Directors upholds the highest standards of ethical and professional conduct. Board members are entrusted with governing in a manner that reflects integrity, transparency, collaboration, and accountability to the community, while complying with all applicable state and federal laws, including the Ralph M. Brown Act (Brown Act) and California Government Code sections 53234 et seq., (AB 1234), as well as sections 54953 et seq. , as may be amended (~~AB 1234~~).

### POLICY

#### Attendance Required

Board members are expected to be present at the dais at all times during meetings except for necessary short breaks and other reasonable exceptions. The Board expects its members to attend regularly and notify the Board Clerk in advance of any planned absences.

Board members are strongly encouraged to attend meetings in person. State law allows Board members to attend meetings remotely by following the procedures outlined in Government Code section 54953(b) (Traditional Teleconferencing Rules) or the procedures outlined in ~~Government 2449 Code (AB section 2449 Remote Attendance)~~ 54953.8 , ~~54953.8.2~~ , ~~and amended 54953 . 8.3 Alternative Teleconferencing Rules.~~

#### Number of Remote Appearances

Remote appearances shall be permitted not more than three (3) times a calendar year for each legislative Board body and Committee meetings . For example, three (3) times per calendar year for Board meetings and three (3) additional times for committee Committee meetings that are subject to the Ralph M. Brown ~~(Brown Act). AB 2449 Alternative rules Teleconferencing Rules~~ still apply, which provide that no more than two (2) meetings may be attended remotely during a calendar year for "just cause," as described below.

#### General Procedures for Remote Appearances

Board members shall follow the mandatory procedures set forth in applicable law. At any meeting where a Board member is participating remotely, the following requirements must be met:

1. ~~At least a quorum of the Board must participate from a single physical location within the jurisdiction of the District.~~ The agenda must identify and include an opportunity for the public to attend and directly address the Board member through a call-in option, an internet-based service option, and in-person at the location of the meeting.
2. The Board may not take action if there is an unresolved disruption to the broadcast or to the ability to take call-in or internet-based public comment.



If the above threshold requirements are met, the Board member attending remotely must ensure they comply with the procedures with either the Traditional Teleconferencing Rules or the AB Alternative 2449 Teleconferencing Remote Attendance Rules .

### **Traditional Teleconferencing Rules – Attendance Requirements Procedures**

The Board member attending remotely using these procedures must ensure that:

1. A quorum of the Board is present within the jurisdiction of the District.
2. The meeting agenda identifies the remote attendance location and is posted at that location in an area that is accessible and visible 24 hours a day for at least 72 hours prior to a regular meeting and 24 hours prior to a special meeting.
3. The remote attendance location is open and fully accessible to the public, and fully accessible under the Americans with Disability Act, throughout the entire meeting. These requirements apply to private residences, hotel rooms, and similar facilities, all of which must remain fully open and accessible throughout the meeting, without requiring identification or registration.
4. The remote attendance technology used is open and fully accessible to all members of the public, including those with disabilities.
5. Members of the public who attend the meeting at the remote attendance location have the same opportunity to address the Board from the remote location that they would if they were present in the Board's meeting room.
6. The remote attendance location must not require an admission fee or any payment for attendance.
7. If the meeting includes a closed session, the Board member must ensure that there is a private location available for that portion of the meeting. A private location means a closed room where no other person can hear any portion of the closed session.

If a Board member intends to follow the procedures of the Traditional Teleconferencing Rules but determines that any or all of these requirements cannot be met, the Board member shall not participate in the meeting remotely using Traditional Teleconferencing Rules.

### **Traditional Teleconferencing Rules – Guidelines Procedures**

- The Board member must provide the Board Clerk with five (5) days written notice in advance of the publication of the agenda regarding the member's Director's intent to participate remotely. The notice must include the address at which the remote attendance will occur.
- The Board member is responsible for posting the Board meeting agenda in the remote location, or having the agenda posted by somebody at the location and confirming to the Board that the posting has occurred. The Board Clerk will assist, if necessary, by emailing, faxing or mailing the agenda to the address or fax number the Board member requests; however, it is the Board member's responsibility to ensure the agenda arrives and is posted. If the Board member will need the assistance of the Board Clerk in the delivery of the agenda, the fax number or address must be included in the five-day advance written notice, above.
- The Board member must ensure that the location will be publicly accessible while the meeting is in progress.
- The Board member must state at the beginning of the Board meeting that the posting requirement was met at the location and that the location is publicly accessible and must describe the location.
- **Disclosures.** Board members attending remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and general nature of the member's relationship with the individual.

### **Reasonable Accommodation**

Nothing in this policy shall be construed to prohibit a member with a disability from participating in any meeting of the Board or Committee by remote participation as a reasonable accommodation pursuant to applicable law. In such case, a member participating in a meeting by remote participation shall do both of the following:

- The member shall participate through both audio and visual technology, except that any member with a disability, as defined in Section 12102 of Title 42 of the United States Code, may participate only through audio technology if a physical condition related to their disability results in a need to participate off camera.
- **Disclosures.** Board members attending remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with them member and general nature of the member's relationship with the individual. Remote participation shall be treated as in-person attendance at the physical meeting location for all purposes, including any requirement that a quorum of the legislative body participate from any particular location. The provisions of subdivision (b) and Sections 54953.8 to 54953.8.7, inclusive, shall not apply to remote participation under this subdivision.

### AB Alternative 2449 Teleconferencing Remote Rules Attendance Procedures Requirements

Remote participation is allowed in certain narrow circumstances without publishing the remote location on the meeting agenda and without providing public access from the remote location.

Where the requirements of **Alternative 2449 Teleconferencing Rules** are met, a Board member is not required to follow the procedures described in the Traditional Teleconferencing Rules, above.

1. At least a quorum if the members of the Board must participate from a singular location clearly identified on the agenda, which shall be open to the public and situated within the boundaries of the District.
2. A Board member **may** with "Just Cause" to attend remotely must notify the Board or Committee and the Board Clerk at the earliest possible opportunity, including at the start of the meeting, of their need to participate remotely **under** and **AB provide 2449 general** description **they of have "just cause" or "emergency the circumstances"** that require remote participation, as defined by **AB 2449, as may be amended**.
3. "**Just Cause**" is defined as:
  - A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partners that requires remote attendance.
  - A contagious illness that prevents in-person attendance.
  - A need related to a physical or mental disability that cannot be resolved by a request for reasonable accommodation, or
  - Travel while on the business of a state or local agency.
  - **A An Board immunocompromised member child, with parent, "just grandparent, cause" sibling, to spouse, attend or remotely domestic must partner notify of the Board or Member Board that Committee and requires the Board Clerk at the earliest possible opportunity, including at the start of the meeting, or their need member to participate remotely and provide a general description of the circumstances**.
  - **" Emergency Circumstances "** is defined as **A physical or family medical emergency that prevents a Board member from attending the Board meeting in person.**
  - **A Military service obligations that result in a Board member attending being remotely due unable to emergency attend circumstances in must person notify because they Board are serving under official written orders for active duty , the Board Committee drill , and annual the Board Clerk at the earliest possible opportunity. The Board training, or Board any Committee other must duty request required as a general description member of the circumstances California relating National Guard or a United States**

Military Reserve organization that requires the member to be at least 50 miles outside the Board boundaries member's of need the local appear remotely agency.

4. The description does not need to have more than 20 words, and the remote Board member does must participate have through both disclose audio and personal visual medical information technology .
5. The earliest opportunity available to it, the Board or Board Committee must, by a majority vote of its members, take action on the request to approve or disapprove it. If the request does not allow sufficient time to place it on the agenda for the meeting for which the request is made, the legislative body must take action on the request at the beginning minutes of the meeting by majority vote. Disclosures : Board members attending remotely must publicly disclose at identify the meeting specific before provision any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with that the member and relied general upon nature to participate the member's relationship with the individual remotely .



## ADMINISTRATIVE POLICY MANUAL

Committee Approval: 4/14/23

Board Approval:

Policy # BOD

New: 9/2022

Reviewed:

Revised:

LD

Pg. 1 of 1

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

**PURPOSE:** The San Benito Health Care District (SBHCD or District) Board of Directors is responsible for appointing the Interim Chief Executive Officer (Interim CEO) of the District, who is responsible for managing SBHCD in the CEO's absence. In the absence of the Interim CEO, it is important that a qualified administrative person be available for decision-making, operational guidance, and to answer questions.

**POLICY:** During the absence of the ~~SBHCD Interim Chief Executive Officer~~ (Interim CEO) ~~of San Benito Health Care District (SBHCD)~~, and in recognition of the SBHCD 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 SBHCD Senior Executives:

- A. Chief Financial Officer;
  - B. Chief ~~Clinical~~ Nursing Officer;
  - C. ~~or, d~~ Designee as appointed by the Interim Chief Executive Officer ~~CEO~~.
- Absence of the Interim ~~Chief Executive Officer~~ CEO will mean the inability to contact the Interim CEO due to vacation, illness, incapacity, or other absence from the facilities.
  - Senior Executives include Interim ~~Chief Executive Officer~~ CEO, Chief Financial Officer, and Chief Clinical Officer.

### GENERAL INFORMATION PROCEDURE

- A. In the event the Interim CEO is unavailable due to absence, the Chief Financial Officer or other designated Senior Executive shall be the Acting CEO responsible for the following, including but not limited to:
  - All operations of SBHCD and its facilities;
  - Attendance at committee meetings where the Interim CEO's attendance is required, such as Medical Executive Committee (MEC) and sub-committees of the Board of Directors;
  - ~~Be consulted~~ Consultation on regulatory issues normally brought to the attention of the Interim CEO; and;
  - Representation of SBHCD 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 if 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 Interim CEO.

### PROCEDURE

~~A. In the absence of the Interim Chief Executive Officer CEO according to this policy, the Chief Financial Officer 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 Financial Officer, the above chain of command will apply.~~

SAN BENITO HEALTH CARE DISTRICT

POLICY AND PROCEDURE

SUBJECT	Compensation of the Chief Executive Officer		
WRITTEN BY	Board Ad Hoc Committee on Policy & Procedures	POLICY NUMBER	2022 - 31
APPROVED BY	San Benito Health Care District Board of Directors	EFFECTIVE	March 7, 2022

**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 ~~SBHCD San Benito Health Care District~~ Board of Directors to establish a structured and timely process for the review of the CEO's performance, provide fair compensation (salary and benefits), and related terms, to the CEO.

**POLICY:**

1. Annually, as of the date specified in the CEO's Employment Agreement, (as of hire date) the SBHCD Board of Directors shall evaluate the performance and review the compensation of the Chief Executive Officer/CEO and review compensation to determine whether if a compensation adjustment is appropriate.
2. The performance and compensation review process should be initiated and substantially completed during the month prior to the date specified in the CEO's Employment Agreement to allow adequate time for review, notice, and processing of any approved compensation adjustments.
3. Any annual compensation adjustments for the CEO shall be subject to the terms and conditions of the CEO's employment agreement, as applicable.
4. Any incentive compensation shall be reviewed and determined no later than the first regularly scheduled Board meeting following the applicable review date specified in the CEO's Employment Agreement, in accordance with Board action.

**PROCEDURE:**

1. The Board of Directors President shall appoint two (2) members of the Board of Directors to serve as an Ad Hoc Committee to research comparability data of similar organizations and similarly qualified individuals, with the ability to utilize external data or advisory resources as appropriate.
2. At a qualified-duly noticed Board of Directors meeting (~~may be during closed session~~), the Ad Hoc Committee shall present it's findings and will make a recommendation to the full Board of Directors for regarding any compensation (salary and/or benefits) adjustments and incentive determinations, based on the review of the data and CEO Performance Review. Such consideration may occur in closed session in accordance with applicable law, including provisions governing labor negotiations with unrepresented employees.
3. During the Open Session of the mMeeting aAgenda, the Board of Director President will report any action taken on the recommendation. At the meeting at which the compensation adjustment is approved, the minutes are to include the documentation of how the Board of Directors reached its decisions and the effective date of Directors willshall consider and take action on

the recommendations of the Ad Hoc Committee for regarding any adjustments to compensation and/or incentives for the CEO, Chief Executive Officer.

4. As part of the annual review cycle, the Board of Directors and the CEO shall establish performance goals for the upcoming year, which should occur within the same time period as the annual performance and compensation review. These performance goals may include both general performance expectations and specific, measurable objectives that may be used, in whole or in part, to determine eligibility for incentive compensation, as outlined in the applicable agreement.

3.5.

Approval	Date
Board of Directors	
Last Board of Directors Review	