

**MINUTES OF THE OCTOBER 2, 2014 SPECIAL MEETING OF THE  
PETALUMA HEALTH CARE DISTRICT BOARD OF DIRECTORS**

**CALL TO ORDER:**

President Thornton called the meeting to order at 2:05 pm in the building conference room at 1425 N. McDowell Blvd.

The Petaluma Health Care District mission and vision was read by Director Adams.

**PRESENT:**

Fran Adams, Secretary  
Elece Hempel, Member-At-Large  
Robert Ostroff, MD, Treasurer  
Kathie Powell, MS, Vice President  
Josephine S. Thornton, MA, President

**ALSO PRESENT:**

Suzanne Cochrane, Board Clerk, PHCD  
Ramona Faith, CEO, PHCD  
Kathy Ficco, Community Member  
Erin Hawkins, PHCD  
Babs Kavanaugh, Consultant  
Larry Tramutola, Consultant

**CALL FOR CONFLICT:**

There was no conflict of interest agenda items noted.

**CONSENT CALENDAR:**

**A motion was made by Director Hempel, seconded by Director Ostroff to approve the October 2, 2014 Agenda. This motion was passed by a vote of 5 ayes (Directors: Hempel, Ostroff, Powell, Thornton, Adams) and 0 noes.**

**PUBLIC COMMENTS:**

Kathy Ficco recommended for the Board to consider placing Disaster Preparedness for the Petaluma Community on a future Board meeting Agenda.

**BOARD COMMENTS:**

Board of Directors supported placing Disaster Preparedness as a future Board agenda item.

**COMMUNITY ENGAGEMENT PROCESS AND TIMELINES:**

Ramona Faith distributed a draft community engagement document outlining the process and timeline to implement the project. The process includes:

- Face-to-Face, one-on-one interviews with key District constituents
- Stakeholder Groups
- Public Forums
- Community Outreach Survey
- Communication Plan

Key Informant Interview Questions were reviewed with recommendations and changes noted. A list of potential targeted stakeholder groups and key informant leaders were also reviewed. There were six stakeholder groups identified and 12 to 15 one on one interviews recommended. Ramona Faith and Babs Kavanaugh will meet to finalize the proposed list of stakeholder groups for review by Directors.

Board of Directors discussed the polling survey scheduled to begin Friday, October 3, 2014. The Board directed Ramona to review proposed survey questions with St. Joseph Health Administration. The results from the polling survey should be available at the end of October.

Directors supported moving forward with a community survey with a recommendation for implementation in January, 2015.

**FUTURE BOARD MEETINGS:**

Due to scheduling conflicts, the October Board meeting scheduled for October 21, 2014 is moved to October 28, 2014, 3:00pm to 5:30pm.

**ADJOURN:**

President Thornton adjourned the meeting at 4:10 pm.

Submitted by:

Fran Adams, Board Secretary

**RECORDED BY:**

Suzanne Cochrane, Board Clerk