

**Ventura County Medi-Cal Managed Care Commission (VCOMMCC)  
dba Gold Coast Health Plan (GCHP)**

**Personnel Sub-Committee Meeting**

**Special Meeting**

**Monday, February, 24, 2020 – 1:00 p.m.**

**Matilija Conference Room at Gold Coast Health Plan  
711 E. Daily Drive, Suite 106, Camarillo, CA 93010**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT**

The public has the opportunity to address Ventura County Medi-Cal Managed Care Executive Finance Committee on the agenda. Persons wishing to address the Committee should complete and submit a Speaker Card.

Persons wishing to address the Executive Finance Committee are limited to three (3) minutes unless the Chair of the Committee extends time for good cause shown. Comments regarding items not on the agenda must be within the subject matter jurisdiction of the Committee.

**CONSENT**

**1. Approval of Personnel Sub-Committee Meeting Minutes of January 27, 2020**

Staff: Maddie Gutierrez, CMC – Clerk of the Commission

**RECOMMENDATION:** Approve the minutes.

## **REPORTS**

### **2. Personnel Delineation of Authority Options**

Staff: Joseph T. Ortiz, Personnel Sub-Committee Counsel

**RECOMMENDATION:** Receive the report.

## **CLOSED SESSION**

### **3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 949.56.9: One case.

## **COMMENTS FROM COMMITTEE MEMBERS**

## **ADJOURNMENT**

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Administrative Reports relating to this agenda are available at 711 East Daily Drive, Suite #106, Camarillo, California, during normal business hours and on <http://goldcoasthealthplan.org>. Materials related to an agenda item submitted to the Committee after distribution of the agenda packet are available for public review during normal business hours at the office of the Clerk of the Board.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact (805) 437-5512. Notification for accommodation must be made by the Tuesday prior to the meeting by 3 p.m. will enable the Clerk of the Board to make reasonable arrangements for accessibility to this meeting.

## **AGENDA ITEM NO. 1**

**TO:** Personnel Sub-Committee  
**FROM:** Maddie Gutierrez, Clerk to the Commission  
**DATE:** February 24, 2020  
**SUBJECT:** Approval of Personnel Sub-Committee Meeting Minutes of January 27, 2020.

### **RECOMMENDATION:**

Approve the minutes.

### **ATTACHMENTS:**

Copy of Minutes for the January 27, 2020 Personnel Sub-Committee meeting.

**Ventura County Medi-Cal Managed Care Commission (VCMMCC)  
dba Gold Coast Health Plan (GCHP)**

**Personnel Sub-Committee Meeting**

**Special Meeting**

**Monday, January 27, 2020 12:30 p.m.**

**CALL TO ORDER**

Committee member Antonio Alatorre called the meeting to order at 12:32 p.m. in the Matilija Conference Room located at Gold Coast Health Plan, 711 East Daily Drive, Camarillo, California.

**ROLL CALL**

Present: Committee members Antonio Alatorre, and Dee Pupa.

Committee member Shawn Atin arrived at 12:37 p.m.

**PUBLIC COMMENT**

None.

**CONSENT**

**1. Approval of Personnel Sub-Committee Meeting Minutes of January 27,2020**

Staff: Maddie Gutierrez, CMC – Clerk to the Commission

**RECOMMENDATION:** Approve the minutes.

Committee member Alatorre motioned to accept the minutes as presented. Committee member Pupa seconded.

AYES: Committee members Antonio Alatorre, Shawn Atin and Dee Pupa.

NOES: None

ABSTAIN: None

Committee member Alatorre declared the motion carried.

## **REPORTS**

### **2. Personnel Delineation of Authority Options**

Staff: Joseph T. Ortiz, Personnel Sub-Committee Counsel

**RECOMMENDATION:** Receive and file the report.

Legal Counsel, Joseph T. Ortiz, reviewed the delineation of authority options. The draft for exhibit 1 was prepared by CDO, Ted Bagley. If the Committee approves the changes presented, the document will then be presented at the Commission meeting.

The draft policy is regarding transparency. Mr. Ortiz stated this will advise management that the Commission wants to be kept informed. It will be a requirement under this policy.

The Commission will be kept informed of:

- Significant/high level changes
- Major changes in salaries
- Major projects with big dollar amounts
- Treat employees fairly

Committee member Alatorre stated there had been 3 or 4 major third party investigations and the Commission knew nothing of it. Committee member Atin stated salaries of exec. Team and their benefits need to be included. For example: travel every two weeks from out of state – need to include contract workers. Details need to be given to the Commission. It should not be common to have out of state employees.

Mr. Ortiz stated there are examples from other health care organizations' policies and bylaws.

Committee member Pupa stated that historically, many of these items should fall under the CEO, but due to lack of transparency and lack of trust, the Commission will need to review.

Committee member Atin asked about the CEO job description. This is a small plan it is okay to be granular. The Commission needs to do their due diligence. Committee member Pupa stated the Chief Operating Officer was let go and the Commission was not aware of it.

Mr. Ortiz stated more detail can be added to the CEO job description if necessary. Committee member Alatorre stated it is common sense to inform the Commission, it put a big impact on the Plan.

CDO Bagley stated policies need to be tightened. Not all policies transferred over when the Plan went electronic. The handbook needs to be updated. Committee member Alatorre stated he agreed with draft being tightened. Staff was not transparent with Commission due to the direction given by the CEO. CDO Bagley stated Management 101 says we do not want employees going to Commission. CDO Bagley stated he encouraged the use of “Chain of Command”.

Mr. Ortiz stated CDO Bagley can work on draft, build in reporting requirements for CEO. Bylaws can also be addressed.

Ms. Tatar stated that there will be a policy review. Mr. Ortiz stated that agencies need to annually update policies.

**The Committee adjourned to Closed Session at 12:59 p.m. regarding the following items:**

**CLOSED SESSION**

**3. PUBLIC EMPLOYEE APPOINTMENT**

Title: Chief Diversity Officer

**4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of section 94956.9: One case.

**5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Interim Chief Executive Officer

**OPEN SESSION**

The regular meeting reconvened at 1:58 p.m.

General Counsel, Joseph T. Ortiz, stated there was no reportable action.

**ADJOURNMENT**

Committee member Pupa motioned to adjourn the meeting. Committee member Atin seconded. Committee member Alatorre adjourned the meeting at 1:59 p.m.



Approved:

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Maddie Gutierrez, CMC  
Clerk to the Commission

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## **AGENDA ITEM NO. 2**

**TO:** Personnel Sub-Committee  
**FROM:** Joseph T. Ortiz, Esq. Personnel Sub-Committee Counsel  
**DATE:** February 24, 2020  
**SUBJECT:** Personnel Delineation of Authority Options

### **SUMMARY:**

On January 27, 2020, the Sub-Committee met and began discussion on best practices for ensuring proper Commission oversight of high-level personnel changes. The discussion will continue today.

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