

**BOARD OF DIRECTORS  
MEETING MINUTES  
THURSDAY, JUNE 23, 2022  
Per Resolution 2022-07, this meeting was held via Zoom teleconference**

<p><b><u>Directors Present</u></b> Chair Cappel Vice-Chair Galligan Director Pagliaro Director Navarro Director Zell</p>	<p><b><u>Directors Absent</u></b></p>	<p><b><u>Also Present</u></b> PHCD staff Counsel Mark Hudak Presenters: YAG Members Olivia, Lily &amp; Katelyn. Counsel Matt Gray Developers: Chip Gabriel , Generations LLC&amp; Andrew Bielak, Mid-Pen Housing</p>
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**1. CALL TO ORDER & ROLL CALL**

**Chair Cappel** called the meeting to order at 6:40 PM. Roll call attendance was taken. A quorum was present.

**Eddie Flores** read out Instructions for Public Comment.

**2. PUBLIC COMMENT/NON-AGENDA ITEMS**

**Chair Cappel** asked if there was any public comment on non-agenda items. Two public comments were offered.

**Speaker Ginnie Plato** – asked the Board to assist in re-opening the Sutter Therapy Pool. There are number of people that would benefit from this “humane solution”.

**3. CONSENT CALENDAR**

**Director Galligan** asked the CFO what the DOJ transaction was May 16<sup>th</sup> for \$150. **CFO Yee** reported it is an annual Attorney General filing fee submitted on behalf Sonrisas Dental Health that will be refunded by Sonrisas.

No further comments or questions.

**Motion by Zell to Accept Consent Calendar:**  
**Seconded by: Galligan**  
**Vote:** Ayes – Cappel, Galligan, Pagliaro, Zell,

Navarro

Noes --0

Abstain --0

**Motion Passed: 5/0/0**

#### **4.Special Presentation: Youth Advisory Group (YAG) Allcove project**

**Jackie Almes, Youth Outreach Specialist** introduced members of the 21'-22' YAG, Olivia, Lily & Katelyn who presented on two recent projects they are working on for the allcove San Mateo Center.

1. The Community Wall: a branded wall that invites community participation and features interactive prompts for youth coming into the Center.
2. Photography Wall: a collage of photos of YAG members and inspirational quotes ~~and quotes~~ from youth.

**Director Zell** thanked the YAG members for their work and asked:

- Do they believe fellow students from their schools would be interested in the allcove Center?
- Are there any constructive suggestions/recommendations they would offer about the allcove model?

**YAG members** responded: Fellow classmates and friends are excited for this youth center and the open and welcoming space is what will attract youth. No recommendations were offered, however, they said they are very impressed with the one-stop-shop model for this generation.

**Chair Cappel** thanked the YAG members for their presentation and great work.

#### **5. Report Out from Closed Sessions June 8 & June 23: Chair Cappel**

The two items discussed in the recent closed sessions were Peninsula Wellness Community Developer negotiations and preliminary concept plan that will be presented later this evening, and District employee benefits.

#### **6. OLD BUSINESS**

##### **6A. RESOLUTION 2022-10 on Gun Violence AS A Public Health Crisis: Chair Cappel**

At the last Board meeting he requested staff draft a resolution on this issue which was included in this meeting's materials. He then read the Resolution aloud.

All Directors commented the Resolution was well written and agreed Gun Violence is a Public Health Crisis.

**Motion by: Galligan**

**Seconded by: Navarro**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --**

**Abstain –**

**Motion Passed: -5/0/0**

## **7. NEW BUSINESS**

### **7A. PHCD Insurance Policies, Renewals, Coverages, Costs for July 1, 2022, through June 30, 2022- Donald Chew- Broker, Risk Strategies**

**Mr. Chew** projected a summary of policies and coverages recommended for FY '22-'23 and walked through the chart pointing out elements of the Directors' and Officers' Liability, General Liability, Commercial Umbrella, and coverages for all District properties:

- 111 & 113 16<sup>th</sup> Ave (Ability path Homes)
- 1600 Trousdale (Senior Assisted Living Facility)
- 1720 Marco Polo Way ( Medical Professional Office Building)
- 1730 Marco Polo Way ( Empty lot adjacent to medical buildings)
- 1740 Marco Polo Way ( Medical Professional Office Building)
- 1819 Trousdale ( District office)
- 1875 Trousdale ( Health & Fitness Center)
- 2600 El Camino lease ( Allcove San Mateo Youth Drop-in Center)

**Mr. Chew** noted the following

- Rates have increased in the last year due to mental health crisis, fires, and supply chain issues.
- 2600 El Camino consists of three insurance components
  1. Execution of Lease and Vacancy
  2. Tenant improvement construction
  3. Occupancy/ Malpractice insurance for clinical component of the program

Director Questions/ comments/ concerns include

**Director Pagliaro** requested to be part of conversations related to allcove Center's malpractice coverage when the time comes and requested PHCD be listed as an additional insured on the clinical partner policy with indemnification clauses. He then asked for clarification on excess insurance limits of allcove being at \$7 million.

**YBHD Flores** noted the Clinical Lead position that was approved at the last Board meeting will be a District employee who will oversee the allcove clinical case load, this is where

malpractice insurance will come into play, and reiterated that PHCD will be listed as an additional insured with the subcontracting clinical partners selected.

**Mr. Chew** reported the excess coverage of \$7million is a requirement noted in the lease pertaining to 2600 El Camino.

**Director Pagliaro** asked where in the U.S are the insurance companies located?

**Mr. Chew** reported Palomar is in Bloomington, Minnesota.

**Director Pagliaro** thanked Mr. Chew for all his work.

**Motion to approve Insurance policies for FY22-23: Pagliaro**

**Seconded: Zell**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --0**

**Abstain –0**

**Motion Passed: -5/0/0**

**7B. Presentation of Peninsula Wellness Community (PWC) 3.0 Preliminary Concept Design 3.0:**

**Counsel Gray** presented a recap and timeline of negotiating activities for the PWC Development process over the past five years highlighting key milestones.

- **2017** District issued an RFP for development and selected Pacific Medical Builders and Generations as Developer.
- **Summer 2018-** Exclusive Negotiating Agreement with a Schedule of Performance detailing deliverables of project concept plan and timely approvals was approved by Board. Milestones in ENA include:
  - Completion of due diligence around proposal of project design
  - Negotiation of term sheet, disposition, and ground lease.
- **2018:** Final boundaries for development area confirmed at 6.8 acres. [AbilityPath and Burlingame School District will remain at their current sites on Marco Polo and Trousdale respectively.]
- **2018 PWC 1.0** rolled out to constituents showing 400 units of independent senior housing of which 10% were affordable, 250,000 sq.ft. medical office building, 25,000-50,000K sq.ft. community Hub, and 2 acres of community open space.
- **November 2019, PWC 2.0** was presented and reflected community input. Mid-Pen Affordable Housing joined the Developer team, market rate housing units were decreased, and 152 units of affordable housing were added to market rate Developer's 10%.
- **PWC 2.0** also included adjustments to the height of the medical office building to accommodate Sutter's helicopter flight paths.

- **March 2020** – COVID hit and project progress was significantly impacted. Board and Developer remained committed to the vision and need for the PWC development and continued negotiations to identify a path forward.
- **June 2022 - PWC 3.0 to be presented to the** Board and community tonight for approval of the preliminary concept plan to allow Developer to launch prework with the city of Burlingame to start the CEQA/EIR approval process.

**Chip Gabriel, Generations LLC and Andrew Bielak, Mid-pen Housing** presented the Peninsula Wellness Community 3.0 Preliminary Concept Plan which includes:

- 188,000 square feet of health services and community programs HUB space
- 225 units of independent senior housing units (10% affordable)
- 152 units of Affordable Senior Housing (100% affordable)

[ PWC 3.0 presentation attached and made part of these minutes]

**Director comments:**

- Emphasized to the public that preliminary concept plans are not final and typically get adjusted and/or refined to comply with city requirements.
- There will be ample opportunity for public contribution at PHCD town hall meetings and the city of Burlingame's Planning Commission and Council meetings.

**Public Comments:**

**Mike Schrader:** Please consider adding a warm water therapy pool in the development with transit opportunities from the HUB to other facilities; and please consider adding a public comment section to the District website for public comments and input regarding the PWC project.

**Jane Stahl:** Expressed her excitement about the development project and asked if there would be an opportunity to have gerontologists on campus like the Stanford Center for Longevity. She also echoed the request to add a therapy pool to the development.

**Laura Hinz:** Expressed her excitement that the project is at this stage and believes priority should be given to the low and extremely low residents for housing. She also supported adding a therapy pool and hopes to have more opportunities for public input.

**Karyl Eldridge:** Expressed her gratitude towards Developers and District staff for all their hard work and keeping the housing advocacy members of the community up to date on the project. She is excited about the number of affordable housing units and encouraged the District and Mid-Pen to explore and maximize the affordable component beyond the 152 units Mid-Pen has planned.

**Motion by: Navarro**

**Seconded by: Zell**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --0**

**Abstain –0**

**Motion Passed: -5/0/0**

**7C. Resolution 2022-11: Authorization to submit preliminary concept plan to city to initiate the planning approval process- Counsel Gray**

Now that Plan is approved, he requested Board consider this resolution that summarizes the status of milestones and deliverables per the Amended & Restated Exclusive Negotiating Agreement and authorizes Developer's next steps with the city.

**Motion by: Navarro**

**Seconded by: Zell**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --0**

**Abstain –0**

**Motion Passed: -5/0/0**

**7D. Consider approval of amendment to the Amended and Restated Exclusive Negotiating Agreement with PWC Developers to modify milestone dates: Counsel Gray**

The actions just approved will require an amendment to the existing Agreement to reflect the revised Schedule of Performance which moves completion dates into 2023.

**Motion by: Navarro**

**Seconded by: Zell**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --0**

**Abstain –0**

**Motion Passed: -5/0/0**

**7E. Authorization to change PHCD website domain: Stephanie Arevalo Rodriguez, Business Operations Manager** requested approval for a new District domain and reported she is in the process of launching three new District websites on **Streamline**, a new hosting platform recommended by CSDA that ensures ADA and transparency compliance to requirements. The new recommended domain is **peninsulahealth.ca.gov** If approved, an application will be submitted to the CA Domain Request System for processing and State approval.

**Director Zell** asked if we could have a shorter domain like phcd.ca.gov?

**BOM Arevalo-Rodriguez stated:** No, Petaluma Health Care District uses phcd.org.

There being no further questions of public comments,

**Motion by: Pagliaro**

**Seconded by: Galligan**

**Vote: Ayes – Cappel, Galligan, Pagliaro, Zell, Navarro**

**Noes --0**

**Abstain –0**

**Motion Passed: -5/0/0**

### **8. Reports:**

**Board Chair:** No report.

**Director Reports: Director Pagliaro** reported a meeting will be scheduled in the next few weeks with The Trousdale’s General Contractor and their attorney to discuss outstanding items related to construction issues at the Trousdale.

**Board Committees:** No committee meetings scheduled in June.

### **CEO Fama:**

#### **The Trousdale:**

- In response to Director inquiries, The Trousdale was not included in the recent Sunday Chronicle supplement on senior living. Eskaton marketing data from the prior two years of participation documented no inquiries following the >\$8K investment both times. Marketing efforts with best results are ‘lunch and learns’, direct mailings, tours, and the website.
- Occupancy is up to 111 residents with 49% of the residents over the age of 90.
- COVID-19 testing continues with 1-2 positive asymptomatic cases over the last few weeks.

**Director Pagliaro** requested to be a part of the next scheduled Trousdale marketing meeting as he believes the ad’s need improvement.

**PWC – Hub Programs:** Interviews with local experts are being conducted as part of the second phase of the senior services “deep dive” project to identify priority services for consideration for the Hub. Interviews to date include an MD gerontologist, MD venture capitalist, and local practicing MD, Buck Institute Chair. A preliminary report will be presented to the Strategic Oversight Committee on July 6<sup>th</sup>.

**Ann Wasson, Community Engagement Director:-** reported on her recent meetings with Dr. Rhodes, UCSF and Rolando Bonilla Voler Strategic Advisors, around Long COVID-19 and PR opportunities about vaccinations and education about the virus.

Lastly, Ms. Wasson thanked all Directors for meeting with her as she embarks on the Strategic Plan process.

**Eddie Flores, YBHD** - reported that the federal health officials this morning ordered Juul to pull its electronic cigarettes from the U.S. market, the latest blow to the embattled company widely blamed for sparking a national surge in teen vaping. This is significant to the District due to the resolution championed by Director Pagliaro, denouncing JUUL and flavored tobacco and its impending impact on teens and young adults. The FDA noted that Juul may have played a "disproportionate role in the rise in teen vaping and its application didn't have enough evidence to show that marketing its products "would be appropriate for the protection of the public health."

**Vickie Yee, CFO**- reported on the recent transition of bank institutions from Boston Private to Heritage Bank.

**Stephanie Arevalo Rodriguez, BOM** -reported three new websites will be launched in the new FY and noted there will be a public comment section for members of the public to send in their comments prior to board and committee meetings in addition to a community input section on the Peninsula Wellness Community.

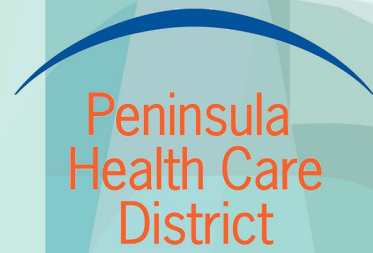
**9.ADJOURN: Chair Cappel adjourned the meeting at 8:35pm.**

Respectfully Submitted,  
Stephanie Arevalo, Business Operations Manager

Approved,

Lawrence W. Cappel, Board Chair





# PENINSULA WELLNESS COMMUNITY



## Conceptual Development Plan

SEPTEMBER 11, 2020

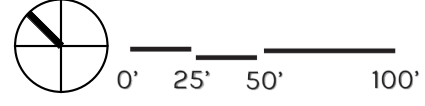




**Project Summary:**

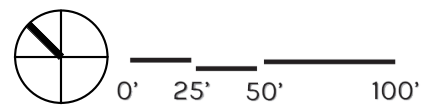
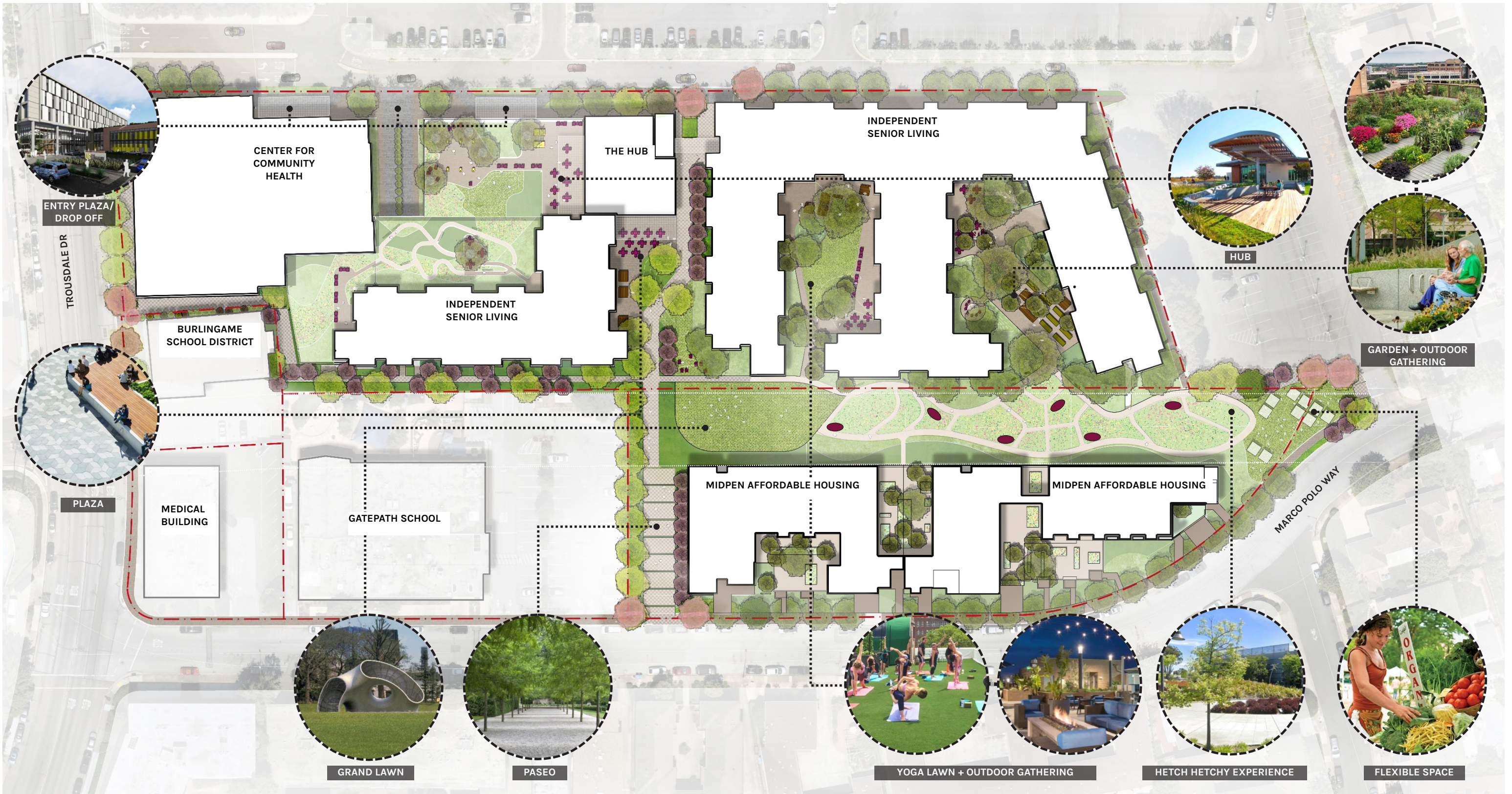
MidPen Affordable Senior Living	152 Units
Generations/PMB Independent Senior Living*	302 Units
<b>Total (Unit mix of 2 bd, 1 bd, and Studio)</b>	<b>454 Units</b>

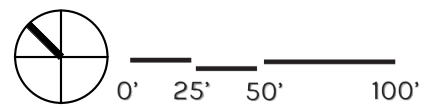
\*10% or 30 Units to be Affordable



Community HUB (Dining, Café, Vitality)	35,000 SF
PWC Supportive Retail and Office (Admin, Boardroom, Art Studio, Library)	20,000 SF
Generations/PMB Independent Senior Living	332,500 SF
MidPen Affordable Senior Living	108,000 SF
Center for Community Health	86,000 SF
Parking Garage	240,000 SF
<b>Total</b>	<b>821,500 SF</b>

Total Site Area	6.5 acres (283,140 SF)
Public Outdoor Space	2.33 acres (101,495 SF)
MidPen Affordable Parking Spaces	77 Spaces
Generations/PMB Parking Spaces	523 Spaces
<b>Total Parking Spaces Provided</b>	<b>600 Spaces</b>





SITE PEDESTRIAN CONNECTIVITY



## **FINANCE COMMITTEE MEETING**

### **Minutes**

**May 10, 2022**

1. **Call to Order:** Meeting was called to order by **CFO Yee** at 2:12 pm.
2. **Roll Call:** Present via Zoom: Chair Zell, Member Seto, CEO Fama, CFO Yee. Absent: Director Galligan, Member Sun, Member Hearle.

**CFO Yee introduced a special guest joining the meeting, KC Chew, who is interested in becoming a member of the Finance Committee.**

3. **Approval of Minutes** from March 8, 2022

***It was moved by Chair Zell and seconded by Member Seto to approve the minutes. Roll call vote: Chair Zell – Aye; Member Seto – Aye; CEO Fama – Aye; CFO Yee – Aye. The motion passed 4/0/0.***

4. **The Trousdale** Budget and Analysis – Mark Jenkins, Eskaton CFO

Mr. Jenkins presented the FY 22-23 budget to the Finance Committee. The budget ends the year close to stable occupancy, around 92-93%. It is currently approximately 75% filled on the assisted living side and about 90% on the memory care units. There is volatility for anything above 93%. A fully matured and healthy assisted living facility typically has an 85% occupancy. 85% is really good now because of the impact of COVID.

There are two main focuses for the next fiscal year: staffing and occupancy. There is a general staffing challenge in most industries, including assisted living. The budget includes a bump in the direct care staff and an increase in the residential care coordinator position, which has been open for a long time. The operating budget is consistent with the prior year, with some adjustments to market conditions. Outside of labor, the insurance is higher due to the fires in California and throughout the West. PG&E continues to be a struggle as there are talks of 18-20% increases. Inflation is also taken into account. In addition, The Trousdale is managing costs through competitive pricing and group pricing rates. Eskaton has a self-funded workers' compensation and health plan, which has been pretty stable. The budget begins the year at 81% and ends at 90% in unit occupancy.

**Chair Zell** asked about the affordability of the units. **Mr. Jenkins** replied that The Trousdale has double occupancy rooms which would make it a little more affordable, and a PHCD provided \$240K fund to help low to medium-income individuals. **Chair Zell** asked

what is the breakeven point for occupancy. **Mr. Jenkins** replied that it would be closer to stable occupancy, around 92%-93%. **Chair Zell** asked where the residents are coming from. **Mr. Jenkins** replied that the residents are primarily local and moving to be closer to family in the area.

**Member Seto** asked how is Eskaton filling the units. **Mr. Jenkins** replied that Eskaton had tried different marketing techniques but the price is not the issue. COVID has really slowed things down because one of the main reasons seniors move into an assisted living facility is to congregate. During the height of the pandemic, there were many restrictions, so hopefully, with restrictions relaxed, people will start to move in.

**Chair Zell** wanted to know what is the impact of COVID on occupancy. **CEO Fama** replied that the plan was to hit stabilization in two years. The Trousdale was on track until COVID hit and stayed at around 109 residents. **CFO Yee** replied that the delay due to COVID is about 1.5 years.

#### 5. Draft Budget Presentation – CFO Yee

The FY22-23 budget was presented to the Finance Committee. The budget is based on PHCD's: vision, mission, strategic plan, PWC project, The Trousdale assisted living, Health & Fitness center, Sonrisas Dental Health, and the allcove teen mental health program. The revenue and expenses for FY22-23 are similar to the prior year, with market adjustments taken into account. The only significant addition is the start-up of the allcove teen mental health center, which would require close to \$2M of funding support. The majority of the cost is staffing and clinical partner services, which is based on Stanford's recommended model. The first three months of the year are used to prepare the facility, such as TI's, permitting, licensing, and purchasing equipment and furniture. The facility is expected to open in October, with all staff hired by December. There will be 3 PHCD full-time staff and 11.8 FTE with the clinical partner. Revenue is based on the budget submitted to the State for grant funding.

Besides the allcove program, investment income will also be impacted this year. The Feds are expected to raise interest rates next year. With the rising interest rates, the District will see a more significant unrealized loss due to having primarily bonds in the portfolio. The unrealized loss is only temporary and will disappear once the bond matures. Also, insurance premium cost is expected to increase by 10% and audit fees by 40% based on the new proposal received. There is a budget of \$300K for Board elections for next year. Special funding initiatives budget increased due to Board-approved programs & budgets such as HepB Free, CareSolace, Senior Services, RIP, and COVID Campaign funding. In addition to the budget, the Finance Committee reviewed the financial ratios and 5-year cash flow.

**Public Member KC** commented that the District should look into TIPS or inflation risk bonds as an option to combat the rising inflation as part of the District's investment portfolio. **CFO Yee** will follow up.

**Chair Zell** asked how the staffing was determined for the allcove center. **CFO Yee** replied that it was based on Stanford's recommendation and model. **Chair Zell** suggested increasing the travel budget to accommodate more Directors visiting other allcove sites.

**Member Seto** had some clarifying questions regarding the budget. He also questioned the usefulness or value of the PHCD ratios. **Chair Zell** suggests having the ratios re-evaluated to come up with real comparable numbers that match the District's mission. **Member Seto** commented that there may be some benefit in paying down the debt now, given the rising interest rates. **Chair Zell** asked staff to look into this.

**Chair Zell** asked if the District should fund another chair at Sonrisas to increase the visit volume. **CEO Fama** replied that the rooms are fully built out; the challenge is staffing due to COVID and workforce shortages in this area which are affecting throughput.

There was a robust discussion on the budget.

***It was moved by Chair Zell and seconded by Member Seto to approve the budget for FY 22-23. Roll call vote: Chair Zell – Aye; Member Seto – Aye; CEO Fama – Aye; CFO Yee – Aye. The motion passed 4/0/0.***

#### **6. FY 21-22 Audit Fee Proposal by Eide Bailly – CFO Yee**

Eide Bailly's FY 21-22 audit fee proposal was \$40K compared to \$25K the prior year. The 40% increase was due to the current market for staffing and inflation, per the audit partner. Last year's audit was not smooth due to communication issues and a decline in service from an auditor that performed PHCD's audit for the past four years. Next year's audit will be the 5<sup>th</sup> year with the same auditor/firm, and it is best practice to switch firms every 5-6 years. The Committee discussed and reviewed the proposal and decided to seek alternative bids for next year's audit. The Committee Chair will review the proposals and bring the best proposal to the Board meeting for approval.

#### **7. Future agenda**

- Year End Consolidated Financials
- PHCD Ratios and Debt Paydown Analysis

**Adjournment:** **Chair Zell** Adjourned the meeting at 3:57 pm.

*Written by Vickie Yee, CFO*

**Approved by Committee on July 12, 2022**

**Peninsula Health Care District  
Checking Transactions  
June-22**

Date	Description	Deposit	Withdraw
<b>Boston Private/SVB</b>			
<b>Admin</b>			
6/1/2022	CalPERS Pension		90.00
6/1/2022	CalPERS Pension		6,897.04
6/2/2022	Comcast		346.95
6/2/2022	Ann Wasson		151.12
6/2/2022	Streamline		300.00
6/2/2022	Allied Administrators for Delta Dental		1,843.36
6/2/2022	U. S. Bank Equipment Finance		254.22
6/2/2022	Iron Mountain		438.22
6/2/2022	County of San Mateo, CA	895,241.51	
6/3/2022	County of San Mateo, CA	13,110.49	
6/9/2022	Sonrisas Dental Health		75,000.00
6/10/2022	Wizehive, Inc.		11,750.00
6/10/2022	Well Connected Office		1,046.24
6/10/2022	Color Print		741.31
6/10/2022	Recology		82.04
6/10/2022	PG&E		263.67
6/10/2022	Susann Reed		520.00
6/10/2022	Paychex		85.00
6/10/2022	Paychex		313.76
6/13/2022	County of San Mateo, CA	3,915.53	
6/13/2022	California Public Employees Retirement		15,117.52
6/14/2022	Paychex Payroll 06/15/22		29,195.81
6/15/2022	Payroll Taxes 6/15/22		16,019.97
6/15/2022	Workers Compensation Insurance Payroll		225.06
6/16/2022	CalPERS Pension		6,673.43
6/16/2022	Cardmember Service		4,017.22
6/17/2022	Voler Strategic Advisors Inc.		28,000.00
6/17/2022	Hanson Bridgett LLP		507.00
6/17/2022	Parent Venture		1,750.00
6/17/2022	Mark D. Hudak		2,430.00
6/17/2022	Peninsula Volunteers, Inc		4,560.00
6/17/2022	John Violet		125.00
6/17/2022	Association of CA Healthcare Districts		12,170.00
6/17/2022	UNUM Life Insurance Company of America		409.26
6/17/2022	County of San Mateo (LAFCO)		14,983.00
6/20/2022	Paychex		115.50
6/21/2022	Transfer from SVB/Boston to Heritage Bank		1,800,000.00
6/21/2022	Fund TRF from Admin to CNB		2,000,000.00
6/30/2022	County of San Mateo, CA	24,426.90	
6/30/2022	County of San Mateo, CA	110,937.98	
6/30/2022	County of San Mateo, CA	812.18	
6/30/2022	County of San Mateo, CA	19,824.56	
6/30/2022	San Mateo County: Event Cancelled Void Check 11910 issued 6/21/21		-1,000.00
6/30/2022	NAACP, San Mateo - Void Check 11386 issued 3/3/2020. Unable to reach vendor		-300.00
		<b>1,068,269.15</b>	<b>4,035,121.70</b>
<b>Health Fitness</b>			
6/2/2022	Well Connected Office		1,052.99
6/2/2022	KBA Document Solutions, LLC		18.24
6/2/2022	Bay Alarm		305.01
6/2/2022	Bay Alarm		403.20
6/2/2022	Crothall Laundry Services Inc.		307.31
6/2/2022	Joan Sanchez		320.00
6/2/2022	Via Heart Project		225.00
6/2/2022	U. S. Bank Equipment Finance		77.40
6/2/2022	Streamline		50.00
6/10/2022	J & E Pro Cleaning and Handy Services		2,300.00
6/10/2022	PG&E		799.55
6/10/2022	Well Connected Office		300.60
6/10/2022	Recology		177.08
6/10/2022	AT&T		205.27



Date	Description	Deposit	Withdraw
6/13/2022	Mindbody Merchant Processing		319.47
6/16/2022	Cardmember Service		698.70
6/17/2022	Color Print		637.03
6/21/2022	Transfer from SVB/Boston to Heritage Bank		50,000.00
6/30/2022	Henry Chan - Void Ck 10668 issued 7/19/21, Unable to reach		-320.00
6/30/2022	J & E Pro Cleaning and Handy Services - Void Ck 10725 issued 12/10/21, reissued		-1,150.00
6/30/2022	Health and Fitness Member Deposit June 2022	8,701.52	
		<b>8,701.52</b>	<b>56,726.85</b>
<b>Leasing</b>			
6/2/2022	Bleyle Elevator, Inc		190.00
6/2/2022	Western Allied Mechanical, Inc.		3,729.46
6/2/2022	AWC		375.00
6/10/2022	J & E Pro Cleaning and Handy Services		3,766.42
6/10/2022	PG&E		2,064.44
6/10/2022	Recology		570.55
6/10/2022	Recology		354.17
6/10/2022	Bleyle Elevator, Inc		95.00
6/17/2022	Western Allied Mechanical, Inc.		615.00
6/21/2022	Transfer from SVB/Boston to Heritage Bank		500,000.00
		<b>0.00</b>	<b>511,760.04</b>
<b>PWC</b>			
6/2/2022	Streamline		25.00
6/21/2022	Transfer from SVB/Boston to Heritage Bank		50,000.00
		<b>0.00</b>	<b>50,025.00</b>
<b>Trousdale Construction</b>			
6/21/2022	Transfer from SVB/Boston to Heritage Bank		31,840.88
		<b>0.00</b>	<b>31,840.88</b>
<b>Trousdale Operation</b>			
6/2/2022	Heartland Merchant Account		849.47
6/10/2022	Eskaton Properties Inc		457,839.08
6/17/2022	Eskaton Properties Inc		206,747.60
6/21/2022	Transfer from SVB/Boston to Heritage Bank		1,000,000.00
6/22/2022	Trousdale Tenant Deposit	602,229.55	
6/23/2022	Trousdale Tenant Chargeback		7,881.76
6/23/2022	Trousdale Tenant Chargeback		9,455.00
		<b>602,229.55</b>	<b>1,682,772.91</b>
<b>Heritage Bank of Commerce</b>			
<b>Admin</b>			
6/2/2022	Anna Naufahu	150.00	
6/2/2022	Anna Naufahu	150.00	
6/21/2022	Transfer from SVB/Boston to Heritage Bank	1,800,000.00	
6/27/2022	Mark D. Hudak		1,215.00
6/27/2022	Albertsons Companies		600.00
6/27/2022	Business Card		367.14
6/27/2022	Ann Wasson		789.10
6/27/2022	Diamond Fence Co., Inc.		2,286.92
6/27/2022	KBA Document Solutions, LLC		145.98
6/27/2022	RCG Architecture		9,435.00
6/27/2022	Albertsons Companies		0.00
6/30/2022	Interest Deposit	3.74	
6/30/2022	State of California	87,322.50	
6/30/2022	Paychex Payroll 06/30/22		28,771.20
6/30/2022	Payroll Taxes 6/30/22		15,961.59
6/30/2022	Workers Compensation Insurance Payroll		215.94
		<b>1,887,626.24</b>	<b>59,787.87</b>
<b>Health Fitness</b>			
6/21/2022	Transfer from SVB/Boston to Heritage Bank	50,000.00	
6/27/2022	Crothall Laundry Services Inc.		231.75
6/27/2022	Philadelphia Insurance Companies		2,786.00
6/30/2022	Interest Deposit	0.11	
6/30/2022	Health and Fitness Member Deposit June 2022	935.00	
		<b>50,935.11</b>	<b>3,017.75</b>

Date	Description	Deposit	Withdraw
<b>Leasing</b>			
6/2/2022	Ability Path	6,628.00	
6/2/2022	Houn Young Kim, DDS	1,957.00	
6/2/2022	April Lee, DDS	2,719.14	
6/2/2022	One Life Counseling Service	1,300.00	
6/2/2022	Patricia Dugoni, CPA	2,400.00	
6/2/2022	Ross Williams, DDS	2,022.52	
6/2/2022	Carol Tanzi & Associates	500.00	
6/2/2022	Eugene Kita, DDS	1,563.00	
6/2/2022	Doherty Realty Co.	1,666.88	
6/2/2022	Zoya Galant, DDS	2,333.61	
6/2/2022	Preferred Prosthetics Inc.	2,797.65	
6/17/2022	Cardmember Service		60.50
6/21/2022	Dr. Chan Dental	3,895.75	
6/21/2022	Bay Area Foot Care	3,224.00	
6/21/2022	Burlingame Therapeutic Associates	3,000.00	
6/21/2022	Transfer from SVB/Boston to Heritage Bank	500,000.00	
6/27/2022	Bay Alarm		465.36
6/27/2022	Bellanti Plumbing		720.00
6/27/2022	Western Allied Mechanical, Inc.		1,627.00
6/27/2022	Donovan's Pest Control, Inc.		245.00
6/27/2022	Philadelphia Insurance Companies		5,505.00
6/27/2022	Ralph Barsi		2,000.00
6/30/2022	Interest Deposit	1.45	
		<b>536,009.00</b>	<b>10,622.86</b>
<b>PWC</b>			
6/21/2022	Transfer from SVB/Boston to Heritage Bank	50,000.00	
6/27/2022	Perkins Coie LLP		26,001.45
6/30/2022	Interest Deposit	0.12	
		<b>50,000.12</b>	<b>26,001.45</b>
<b>Trousdale</b>			
6/15/2022	Trousdale Tenant Deposit	239,756.68	
6/21/2022	Transfer from SVB/Boston to Heritage Bank	31,840.88	
6/21/2022	Transfer from SVB/Boston to Heritage Bank	1,000,000.00	
6/27/2022	Eskaton Properties Inc		152,167.16
6/28/2022	Trousdale Tenant Deposit	70,819.99	
6/30/2022	Interest Deposit	3.54	
		<b>1,342,421.09</b>	<b>152,167.16</b>

Peninsula Health Care District  
Treasurer's Report

June 30, 2022

Preliminary - subject to change

**STATUS OF CURRENT YEAR TAX REVENUES**

Total As Of <u>6/30/22</u>	Estimated FY 21-22 <u>Tax Revenue</u>
<u>\$ 8,535,437</u>	<u>\$ 7,500,000</u>

**Board Designated Invested Funds**

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			<u>5/31/2022</u>	<u>6/30/2022</u>	<u>6/30/2022</u>
Torrey Pines - 3yr CD (mature 1/31/24)	0.450%		3,134,390	3,137,829	3,137,829
Fiduciary Trust	*	5,755	1,639,983	1,639,147	1,637,728
City National Bank	*	29,609	22,522,912	24,540,056	23,629,885
Local Agency Investment Fund			5,745,426	5,745,426	5,745,426
San Mateo County Pool Investment	**	0.946%	<u>3,529,254</u>	<u>3,529,254</u>	<u>3,529,254</u>
			<u><b>36,571,965</b></u>	<u><b>38,591,713</b></u>	<u><b>37,680,123</b></u>

\* Yield to maturity

\*\* Avg. rate from April & May (June not available)



DATE: July 17, 2022  
 TO: PHCD Board of Directors  
 FROM: Vickie Yee, CFO  
 SUBJECT: Investment Quarterly Report – 06/30/2022

To comply with our Statement of Investment Policy and Government Code 53646, included in this report are our investment holdings as of 06/30/2022 and two bank statements: Local Agency Investment Fund and San Mateo County Fund (May statement attached, June not available until July 26).

<b>Fiduciary Trust Holdings as of 6/30/22</b>					
<b>Asset Category</b>	<b>Asset Name</b>	<b>Quantity</b>	<b>Mkt Price</b>	<b>Mkt Value</b>	<b>Cost Basis</b>
CORPORATE BONDS-DOMESTIC	ORACLE CORP SR NT DTD 10/25/2012 2.50% 10/15/2022	100,000	99.840	99,840	97,569
CORPORATE BONDS-DOMESTIC	WALT DISNEY CO/THE SENIOR NOTE CALLABLE 07/30/2024 @ 100 DTD 09/06/2019 1.75% 08/30/2024	130,000	96.426	125,353	129,470
INTEREST BEARING ACCOUNT	USD Cash	100,171	100.000	100,171	100,171
U.S. TREASURY BILLS	STIP 1: US TREASURY ONLY DTD 8/31/2003	813,500	100.000	813,500	813,500
U.S. TREASURY BILLS	UNITED STATES TREASURY BILL DTD 01/20/2022 07/21/2022	200,000	99.944	199,888	199,565
U.S. TREASURY BILLS	UNITED STATES TREASURY BILL DTD 03/03/2022 09/01/2022	100,000	99.734	99,734	99,717
U.S. TREASURY BILLS	UNITED STATES TREASURY BILL DTD 03/24/2022 09/22/2022	200,000	99.621	199,242	199,156
				<b>1,637,728</b>	<b>1,639,147</b>



City National Bank Holdings as of 6/30/22					
Asset Type	Asset Name	Quantity	Mkt Price	Mkt Value	Cost Basis
CORPORATE BONDS-DOMESTIC	AMERICAN EXPRESS CO 3.400% 2/27/23	420,000	100.329	421,382	419,618
CORPORATE BONDS-DOMESTIC	AMERICAN HONDA MTN 2.600% 11/16/22	355,000	99.882	354,581	357,554
CORPORATE BONDS-DOMESTIC	BANK OF AMER MTN V-Q 3.458% 3/15/25	450,000	98.557	443,507	468,161
CORPORATE BONDS-DOMESTIC	CITIGROUP INC V-Q 3.352% 04/24/25	455,000	97.945	445,650	472,983
CORPORATE BONDS-DOMESTIC	COMCAST CORP 3.950% 10/15/25	365,000	100.395	266,047	291,491
CORPORATE BONDS-DOMESTIC	GOLDMAN SACHS GROUP 3.200% 2/23/23	465,000	100.035	465,163	471,746
CORPORATE BONDS-DOMESTIC	JPMORGAN CHASE V-Q 4.023% 12/05/24	440,000	99.657	438,491	459,240
FOREIGN BONDS	BANK OF NOVA SCOTIA 1.300% 6/11/25	225,000	92.779	208,753	228,743
FOREIGN BONDS	BK MONTREAL MTN 3.300% 2/05/24	440,000	99.788	439,067	456,727
FOREIGN BONDS	CANADIAN IMPERIAL BK 2.250% 1/28/25	445,000	95.859	426,573	457,118
FOREIGN BONDS	HSBC HOLDINGS V-Q 3.950% 5/18/24	445,000	99.543	442,966	456,773
FOREIGN BONDS	SANTANDER UK PLC 4.000% 3/13/24	345,000	100.161	345,555	362,810
FOREIGN BONDS	SUMITOMO MITSUI FINL 1.474% 7/08/25	495,000	91.839	454,603	497,456
MONEY MARKET SWEEP FUNDS	CITY NATL ROCHDALE GOV MM-SV	2,121,704	100	2,121,704	2,121,704
MUNICIPAL BONDS	WISCONSIN ST 0.361% 5/01/24	325,000	95.171	309,306	325,000
NONDISCOUNTED COMM PAPER/REPOS	IFCSTONE ABS TRI-PARTY REPO 1.75%	1,950,000	100	1,950,000	1,950,000
U.S. AGENCIES	FNMA 2.625% 9/06/24	455,000	99.074	450,787	477,675
U.S. AGENCIES	FNMA 2.875% 9/12/23	235,000	99.991	234,979	242,358
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.125% 3/31/23	410,000	98.059	402,042	408,782
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.125% 10/15/23	915,000	96.406	882,115	909,386
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.250% 5/31/25	265,000	92.277	244,534	263,220
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.250% 7/31/25	615,000	91.816	564,668	611,990
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.250% 9/30/25	500,000	91.363	456,815	491,359
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.250% 11/15/23	900,000	96.367	867,303	896,138
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.375% 11/30/25	280,000	91.336	255,741	278,742
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.625% 7/31/26	425,000	90.688	385,424	414,516
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.750% 12/31/23	325,000	96.742	314,412	324,121
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.250% 8/31/24	725,000	96.34	698,465	736,798
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.375% 9/30/23	340,000	98.059	333,401	345,210
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.500% 3/31/23	590,000	99.051	584,401	595,807
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.750% 3/15/25	625,000	96.676	604,225	612,023
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.000% 6/30/24	875,000	98.113	858,489	898,058
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.000% 8/15/25	125,000	96.879	121,099	131,674
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.125% 3/31/24	830,000	98.527	817,774	853,600
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.250% 3/31/26	500,000	97.164	485,820	524,949
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.375% 8/15/24	515,000	98.676	508,181	538,289
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.500% 8/15/23	345,000	99.461	343,140	353,880
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.625% 12/31/23	830,000	99.5	825,850	855,569
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.750% 4/30/23	400,000	99.895	399,580	408,570
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.750% 6/30/25	570,000	99.223	565,571	610,242
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.750% 11/15/23	570,000	99.699	568,284	589,937
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.875% 9/30/23	480,000	99.902	479,530	495,829
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 2.875% 11/30/23	845,000	99.871	843,910	874,211
				<b>23,629,885</b>	<b>24,540,056</b>

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

July 17, 2022

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

PENINSULA HEALTH CARE DISTRICT

CEO  
 1819 TROUSDALE DRIVE  
 BURLINGAME, CA 94010

[Tran Type Definitions](#)

**Account Number:** 20-41-002

June 2022 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	5,745,425.97
Total Withdrawal:	0.00	Ending Balance:	5,745,425.97



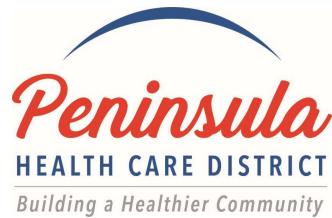
San Mateo County Treasurer  
 555 County Center  
 Redwood City, 94063  
 (650) 599-1251 or (650) 599-7206

Statement Ending Date: 5/31/2022  
 Account: 03407

## STATEMENT OF ACCOUNT

### Peninsula Health

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
4/30/2022	Balance brought forward			\$3,529,253.84
5/31/2022	Ending Balance			\$3,529,253.84



**DATE:** June 18, 2022

**TO:** PHCD Board of Directors

**FROM:** Vickie Yee, CFO

**SUBJECT: Audit Engagement Letter for Approval**

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The Finance Committee has reviewed JWT & Associates, LLP's proposal to complete the District's FY 2022 annual audit and recommends Board approval of their engagement letter.

The Committee's decision to change the audit firm was based on the 40% fee increase proposed by the District's auditor/firm for the past five years, and it is good practice to rotate audit firms every 5-6 years.

JWT & Associates, LLP is based out of Fresno, CA, with nearly 40 years of experience. They specialize in auditing healthcare entities and have completed close to 100 individual audits of healthcare districts in the past five years. Their client base comprises approximately 50% non-profits, 45% districts and other governmental hospitals, and 5% for-profits. The audit will be completed by November 30, 2022, to comply with debt service requirements.

Similar to last year, the District's audit will include SDH as a "component unit" of the District and will be included as part of our audit required under GASB #14 & #61.

JWT & Associate, LLP's engagement letter is attached. The proposed total fee is \$23,000 for FY 2022, \$2,000 less than the prior year, and is comprised of \$20,000 for PHCD and \$3,000 for SDH. In addition, I have received solicited three other proposals, and JWT's proposed fee is very competitive.

**ACTION REQUESTED -**

- 1) Change audit firm to JWT & Associates, LLP for the FY 2022 audit**
- 2) Accepting the total proposed fee of \$23,000**



# JWT & Associates, LLP

A Certified Public Accountancy Limited Liability Partnership

1111 East Herndon Avenue, Suite 211, Fresno, California 93720  
Voice: (559) 431-7708 Fax: (559) 431-7685 Email: [rjctcpa@aol.com](mailto:rjctcpa@aol.com)

July 13, 2022

Board of Directors  
Peninsula Health Care District  
Burlingame, California

We are pleased to confirm our understanding of the services we are to provide to the Peninsula Health Care District (the “District”) for the year ended June 30, 2022.

## **Audit Scope and Objectives**

We will audit the financial statements of the District, which comprise the statement of net position as of June 30, 2022, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the disclosures which will be found within the related notes to the financial statements. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District’s RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U. S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

Management’s Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject this supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

Schedule of the District's Proportionate Share of the Net Pension Liability and Related Ratios

Schedule of the District' Pension Contributions

Budgetary Comparison Schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting,

(3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The auditors' procedures do not include testing compliance with laws and regulations in any jurisdiction related to Medicare and Medicaid antifraud and abuse. It is the responsibility of management of the entity, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations, including compliance with the provision of laws and regulations that determine the reported amounts and disclosures in the entity's financial statements. Therefore, management's responsibilities for compliance with laws and regulations applicable to its operations include, but are not limited to, those related to Medicare and Medicaid antifraud and abuse statutes.

## **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **HIPAA Business Associate Agreement**

You agree that you are solely responsible for the accuracy, completeness, and reliability of all data and information you provide us for our engagement. You agree to provide any requested information on or before the date we commence performance of the services. To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (“HIPAA”), we shall enter into a HIPAA Business Associate Agreement (BAA).

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of JWT & Associates, LLP (JWT) and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to District authorized requesters or their designees. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of JWT personnel. Furthermore, upon request, we may provide copies of selected audit documentation to District authorized requesters or their designees. These requesters or their designees may intend or decide to distribute the copies or information contained therein to others, including governmental agencies.

Rick Jackson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit upon notification of selection as auditors by the District’s Board of Directors and to issue our reports no later than November 30, 2022.

Our fee for audit services for the District will be \$20,000 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) Our fee for audit services for Sonrisa Dental Health, Inc (a component unit of the District) will be \$3,000 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be

encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Other services required in addition to the audit of the District will be discussed with you prior to the start of any other of these services such as services required by the Peninsula Health Care District Financing Corporation and the Sonrisas Dental, Inc. and any required tax filings.

## Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

*JW7 & Associates, LLP*



RESPONSE:

This letter correctly sets forth the understanding of the Peninsula Health Care District

Management Signature:

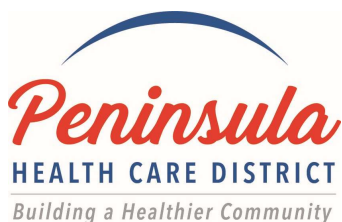
Title:

Dated:

Governance Signature:

Title:

Dated:



**DATE:** July 19, 2022  
**TO:** PHCD Board of Directors  
**FROM:** Vickie Yee, CFO

**SUBJECT: Approval to accept updates to the Strategic Financial Policy**

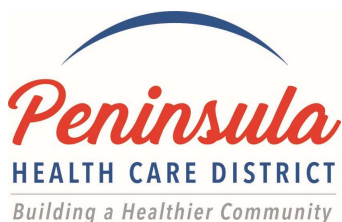
The Finance Committee reviewed the Strategic Financial Policy on July 12, 2022, and recommends the following changes:

- Remove two of the seven financial ratios in the Strategic Financial Policy; the EBIDA Margin and Debt Burden ratios.
  - The EBIDA Margin is similar to the Excess Margin. The Excess Margin is more typically used by rating agencies, credit enhancers, and debt purchasers.
  - The Debt Burden ratio is not often used by credit analysts in their evaluation of healthcare credits. The other ratios are more reflective of the entity's financial performance and financial structure.
- Use the financial ratios in the Fitch Ratings Not-for-Profit Life Plan Communities Median Ratios, Special Report. This industry grouping incorporates other standalone long-term care and senior living facilities, including assisted living and memory care facilities. It excludes much larger healthcare systems that do not represent the District.

Below are the proposed changes -

	CURRENT	PROPOSED	
Financial Policy Ratios	Combination of U.S. NFP Health Care System & NFP Senior Living	NFP Senior Living/Life Plan Communities - (Standalone Medians) 2020	Peninsula Health Care District Ratios as of FYE June 30, 2021
EBIDA Margin	10.00%	Remove	-
Excess Margin	5.00%	1.60%	15.64%
Days Cash on Hand	500	536	729
Debt Service Coverage	1.6	1.7	2.57
Debt Burden	8.00%	Remove	-
<del>Unrestricted Reserves/Long-Term Debt</del> Cash to Debt (Renamed)	150.00%	64.00%	81.00%
Debt to Capitalization	40.00%	62.00%	35.00%

**ACTION REQUESTED: Approval to accept the recommended changes to the financial ratios and the updated Strategic Financial Policy as redlined.**



**STRATEGIC FINANCIAL POLICY**  
**(Approved by Board of Directors on 2/27/2020**  
**X/XX/XXXX)**

**POLICY:** The Board of Directors is committed to exercising its fiduciary duties of Care and Loyalty in providing oversight and direction to the management of all District assets. The Strategic Financial Policy, along with the Investment Policy, Internal Controls Policy, and Annual Budget are critical in defining how that responsibility will be carried out to ensure that the best interests of the District are served. Accordingly,

1. The District will meet or exceed benchmark financial ratios achieved by highly-investment grade rated Not-For-Profit health care organizations that are similar in size and type as the District.
2. The District will maintain at least \$10 million in its Board Designated Fund.
3. The District will monitor the financial and operational performance of MPHS and of Sutter Health.
4. As part of the oversight role specified for the District in the Sutter Health/MPHS lease, the District will conduct a periodic review of Sutter Health's vision and capital expenditure plans for MPHS.
5. The District will conduct a review of the Strategic Financial Policy every five years (or more frequently as deemed prudent) and will adjust the policy accordingly.

This policy will be carried out through all strategic property and program development activities and on-going District operations. Compliance with this policy will be monitored on a regular basis.

**PURPOSE:** The Strategic Financial Policy is designed to balance two ongoing, competing priorities identified through the Strategic Planning Process:

- 1) Assuring that the District can meet its responsibilities to preserve Peninsula Hospital and certain core services both during the term of the 50-year Sutter Health/Mills-Peninsula Health Services lease and at the lease end, and
- 2) Making a meaningful current impact on improving the health status of District residents and meeting critical healthcare needs of the communities served by the District.

The policy and its supporting procedures are designed to assure that PHCD remains financially healthy and credit-worthy, inform PHCD's strategic and programmatic planning, and enable PHCD to meet its responsibilities pursuant to the Sutter Health/Mills-Peninsula Health Services lease agreement.



## ROLES

### **Treasurer and Finance Committee:**

The Board Treasurer chairs the PHCD Finance Committee. The Finance Committee has whatever authority as may be designated by the Board of Directors, including:

- Assuring implementation of procedures that support the Strategic Financial Policy
- Monitoring PHCD's compliance with the Strategic Financial Policy
- Recommending adjustments to the Strategic Financial Policy as appropriate

**Revised and approved by Finance Committee on 9/19/19**

**Approved by Board of Directors on 9/26/19**

**Revised and approved by Finance Committee on 1/23/20**

**Approved by Board of Directors on 2/27/20**

**Revised and approved by Finance Committee on 7/12/22**

**Approved by Board of Directors on X/XX/XX**

**RESOLUTION NO. 2022-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENINSULA HEALTH CARE DISTRICT RECOGNIZING THE EXISTENCE OF A STATE OF EMERGENCY AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF PENINSULA HEALTH CARE DISTRICT FOR THE PERIOD August 1, 2022 – August 30, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Peninsula Health Care District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Peninsula Health Care District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, Government Code section 54953(e), as provided in AB 361 and made effective on September 17, 2021, makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, that the Governor of California has declared a state of emergency due to the imminent dangers of COVID-19; and the San Mateo County Health Officer has imposed measures for masking and social distancing in order to prevent the spread of COVID-19, including Order C19-12 issued on August 2, 2021; and

WHEREAS, the conditions existing within the District justify the continued use of remote teleconferencing for Board meetings;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF PENINSULA HEALTH CARE DISTRICT DOES HEREBY FIND AND RESOLVE:

Section 1. Recitals. The Recitals set forth above are true and correct.

Section 2. Findings of State of Emergency. The Board finds and declares:

A. A state emergency has been proclaimed by the Governor of the State of California and now exists throughout the District, and

B. State officials and local officials, including the San Mateo County Health Officer, have imposed and/or recommended that measures be taken to promote social distancing and to require that masks be worn indoors regardless of vaccination status; and

C. As a result of the emergency, meeting in person could present imminent risks to the health and safety of members of the public and District staff.

Section 3. Remote Teleconference Meetings. As a consequence of the local emergency, the Board of Directors does hereby determine that the legislative bodies of Peninsula Health Care District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

The Chief Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, including noticing and provisions for public participation and public comment.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days from the date of adoption or until such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Peninsula Health Care District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Peninsula Health care District, this 28th day of July 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



**BOARD OF DIRECTOR'S  
CEO Report  
July 2022**

**PENINSULA WELLNESS COMMUNITY (PWC)**

- **City approval process launched.** Developers have started their pre-CEQA work with the city which involves engaging the technical consultants to commence the technical reports needed to support a CEQA application.
- **The *Deep Dive* Project to Identify Future services for the Hub:** A summary of the common themes and key takeaways from the one-on-one interviews of local experts and thought leaders was presented to the Strategic Direction Oversight Committee at its July meeting. This month's work has focused on prioritizing the extensive list of possible services, collaborating with Developers to ensure integration with their service plans, determining onsite vs digital services, and then projecting *very preliminary* utilization numbers to help affirm space needs.
- **Millbrae Age-Friendly City Task Force:** Similar to the Hub work above, all project ideas from the Focus Group process were summarized and prioritized. Three areas for further development for the action plan were identified: **communication, transportation, and connection.** A subgroup will now take the outcomes of this work and complete the Age-Friendly application for review by the full Task Force in mid-August before sending it on to city leadership for approval and then off to AARP/WHO. Serving on both the Burlingame and Millbrae Age-Friendly City task forces has been very valuable to the Hub Deep Dive project. It provided the opportunity to hear from groups of residents from 55-100, city staffs, and city council members on what they see as priority needs for their senior communities and what they plan to do about it provided a wealth of information to incorporate into our deliberations for the PWC.

**THE TROUSDALE [TT] ASSISTED LIVING/MEMORY CARE COMMUNITY:**

- **Occupancy** as of 7/21/22 is at 108 residents occupying 75% of open units. Two move-ins are scheduled next week, one in August, and one deposit was collected yesterday. Interest and admissions activities are slowly picking up.
- **COVID:** Last week's testing of all residents and staff yielded no infections for residents but one vaccinated/boosted employee tested positive. Masking mandates are still in

place for all staff, vendors, and visitors and highly recommended for all residents however many are choosing not to wear masks. There have been a few family issues about the masking as its confusing that city requirements are different than licensing's for facilities like TT.

- **The Q4 Quality Dashboard [Attached]:**
  - Falls are unfortunately a common occurrence in such facilities even with resident-specific fall prevention care plans in place. Every fall results in an ambulance call per licensing requirements. TT's numbers are below average helped by the SafelyYou technology we installed in all memory care units. When a resident is found on the floor and it was an unwitnessed, it is considered a fall until determined by viewing this video system. Paramedics arrive, do an assessment of the resident, and can view the cause of the resident being on the floor by watching the video. They then determine if it was a traumatic fall, gentle slip reaching for something, or intentional decision to sit or lay on the floor and whether an ER transport is necessary. This past year, there were 225 "falls" that resulted in only 11 trips to the ER.
  - Turnover of staff is low against Eskaton and national averages but has more than doubled in this Q4 as compared to last year's Q4. [9% to 17%]
  - Satisfaction is down this quarter due to strain on staff covering shifts and "other duties as assigned" and families frustrated with the masking requirement.
  
- **Staffing - the number one challenge:** Two manager positions have been filled after months of vacancy. It took an increase in salary offers to secure an Activity Director and Business Office Manager. Filling vacancies and retaining staff is a growing problem. I've had multiple strategy discussions with the Eskaton VP of Resident Experience and he will be making a proposal to the Board on 7/28 concerning the Eskaton pay grades for this market and proposed adjustments to be competitive.
  
- **Marketing:** A meeting with the Eskaton corporate marketing team was held on 7/13 to review last year's results and the FY '23's plan. Key takeaways:
  - '22 campaign included: direct mail, email marketing, website enhancements, print publications, monthly community presentations, quarterly "Lunch & Learns"-offsite, and community events.
  - Top three sources for leads to move-ins: websites, local community activities (tours, mailers, events at TT), and friend/family referrals.
  - For FY '22, online strategies generated 296 contacts such as downloading brochure-87, scheduling tours-49, completing assessment tool-26.
  - In FY '22, ads ran in Daily Journal 2 per week X 52 weeks for \$20K resulting in 24 calls, 4 contacts and no move-ins.
  - FY'20-21, two ads ran in the Chronicle @\$9K each resulting in 2 calls, no contacts, no move-ins.
  - TT Jan-Jun 2022 cost/lead was \$330; senior living industry average is \$431.



- A follow up summary and revised plan will be coming that reflects PHCD participant input for FY '23 plan.

### **SONRISAS DENTAL HEALTH (SDH):**

- **Financial Performance YTD through May 31, 2022:** The financials were not ready in time for this report. However, I do know that a check for \$131K was received from the federal Employee Retention Credit Program thanks to CEO Fecher's pursuit of funding opportunities during Covid and effective management in retaining staff.
- **FQHC County contract:** The SDH Board approved a 3-year contract renewal with the County Health System that will include rate increases each year with a reopener each year, and a \$1M cap on services rendered which is also open to amending. This is significant as it ensures a higher payment for county Medical patients served (still a loss/visit) and includes the SDH Center in Half Moon Bay as a participant. It will go to the Board of Supervisors for approval this month and commence on 9/1/22.
- **SMMo Oral Health Coalition:** The recently hired county Oral Health Program Coordinator, Claire Bleymaier, MPH, BSN, RN, has brought impactful leadership to the activities of the Coalition. She works closely with Dr. Jue in expanding school screening opportunities, produces useful Kindergarten Oral Health Assessment (KOHA) reports on the youth screening rates throughout the county to help focus efforts on underserved areas, and recently launched an e-newsletter called Oral Health Bytes which is full of resources for practitioners and parents. *Recognition and a shout out for Claire is most deserving.*

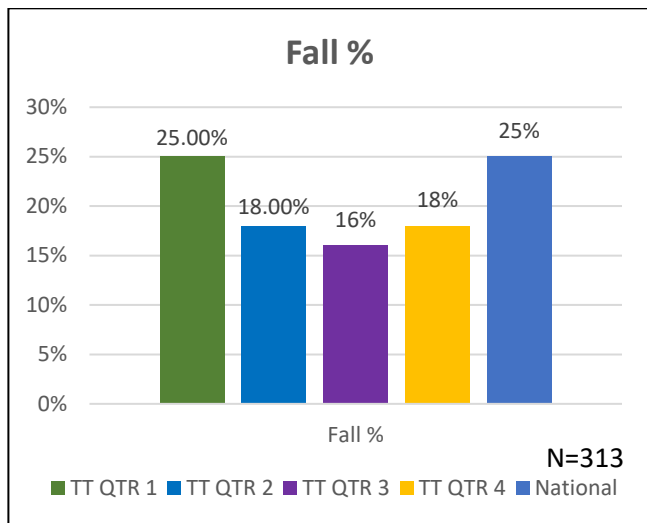
### **COMMUNITY ACTIVITIES:**

- 7/01: Catholic Charity & Burlingame Rec meeting re: resuming Memory Care
- 7/06: Peninsula Volunteers, Inc. meeting to explore expansion into PHCD
- 7/7, 14, 21: Vaccination/Long Covid campaign strategy planning meetings
- 7/11: Sutter/MPMC team re: Solar Panel Glare Analysis
- 7/13: Eskaton marketing team meeting as noted above
- 7/15: Commission on Status of Women Biannual retreat
- 7/19: Millbrae Age-Friendly Task Force
- 7/25: allcove meeting with state commission staff and other grantees
- 7/27: ACHD Education Committee – annual meeting planning
- 7/29: HPSM Children's Health Initiative Oversight Committee quarterly meeting



## The Trousdale Quality Assurance YTD Dashboard 4/1/2022-6/30/2022

Average # of responses/month for Q4: Residents: 21; Families: 18; Employees: 16



The Trousdale reviews falls and calculates a Fall % based on # of falls / # of residents.

N = # of in-house residents April, May, June

April total falls = 23 / total residents = 110

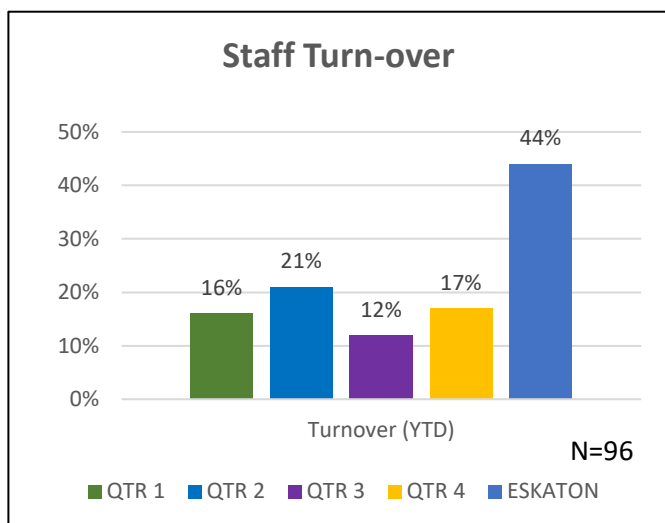
May total falls = 17 / total residents = 106

June total falls = 19 / total residents = 111

Falls for the 4<sup>th</sup> quarter remained stable. One fall resulted in a fracture, with resident returning to the community after an ER visit. Fall interventions include HH PT referrals, SafelyYou\* technology, medication review, and activity participation. Since it's initiation in 2020 SafelyYou\* has helped reduced trips to the ER. Of 225 fall detections, 11 were sent to the ER to date.

\*based on CDC / National Center of Health Statistics

\*\*SafelyYou is a video monitoring system in MC that allows paramedics to see cause of fall and determine if ER transport is necessary.



Workforce development remains a top focus area for Eskaton and other senior care organizations. Eskaton has a target goal of ≤20%. Turnover in all Eskaton owned and managed residential communities is at 44.23% for the rolling 12-month period ending May 2022. Current turnover for TT is at 17% compared to 9% at this time last year. Senior care services in the US are turning over at about 40% annually for 2021, which is reflective of the numbers seen in Eskaton.

N = # of Trousdale Staff



**CFO REPORT  
JULY 2022**

**CASHFLOW:**

Some highlights and transactions to note.

- \$40M Debt Service Interest Payment of \$665,482.00
- \$10M Debt Service Interest Payment of \$157,885.00
- \$2M transferred from checking to City National Bank
- Received 1<sup>st</sup> check of \$87,322.50 from MHSOAC for Q1 allcove grant

Current outstanding loans from The Trousdale construction are:

1. \$40M @ 3.91% - current balance \$34,040,000
2. \$10M @ 3.47% - current balance \$9,100,000

**WELCOME SHANTAR ALARCON, PART-TIME STAFF ACCOUNTANT:**

I am pleased to announce that Shantar Alarcon joined the PHCD team as the part-time staff accountant on July 11, 2022. He will support the accounting department on daily and monthly transactions in account receivables, payables, and reconciliations.

Before joining the District, Shantar was a Junior Internal Auditor for ISO 9000 in Pleasanton. Shantar is a recent graduate from the University of California, Riverside, with a Bachelor of Arts degree in Business Economics. From his work experience, he found his passion in accounting and is currently pursuing his Master of Science degree in Accounting, with a goal of eventually attaining his CPA.

In his free time, he enjoys dancing and has competed in numerous collegiate dance competitions and has placed first at NYCDA during his years in high school at Saint Ignatius College Preparatory.

**FINANCE COMMITTEE MEETING – JULY 12<sup>TH</sup> RECAP:**

- allcove update – Eddie Flores, Director of Youth Behavior Health, and Jackie Almes, Youth Outreach Specialist, provided an update on the allcove Teen Mental Health Center.
- FY 21-22 Audit Proposal from JWT & Associates, LLP – I provided an update on my search for a new audit firm. After extensive research, meetings, and reference checks, I recommended JWT & Associates, LLP, and the Committee approved unanimously.
- Analysis of Debt Paydown & PHCD Ratios – Gary Hicks, Financial Consultant, assessed the value of prepaying the 2014 COP outstanding debt and re-evaluated the financial ratios used in the Strategic Financial Policy.
  - Debt Paydown – not recommended at this time due to rising interest rates. If interest rates continue to increase, the interest spread will narrow, and the District's

investments will potentially exceed the interest rate on the 2014 COPs. In addition, the prepayment penalty will decline and potentially move to a negative position if interest rates continue to rise. Therefore, it is best to re-evaluate in the future.

- PHCD Ratios – recommended removal of two of the seven financial ratios in the Strategic Financial Policy. In addition, change the benchmark to Fitch Ratings Not-for-Profit Life Plan Communities Median Ratios, Special Report. Mr. Hicks believes the Fitch ratios and rating structure are more relevant to the District and its current operations. The Committee had a robust discussion and will recommend the changes at the July Board meeting.

**The next Finance Committee meeting will be on September 20 at 2 pm.**



BOARD OF DIRECTORS  
Community Engagement Director  
Monthly Report  
July 2022

### COVID Campaign 2022-2023

The Peninsula Health Care District's COVID Campaign to increase vaccinations/boosters and educate about long covid continues:

1. Partnering with UCSF's Long COVID Research Study - Recover and Volver Strategic Advisors to plan a PR strategy
  - Up first - press conference with PHCD and Dr. Rhoads + UCSF team re: the science on COVID and what we know right now.
  - Next step - PSAs to reinforce safety measures and build to symptoms of long-COVID and enrollment in the study. Preliminary concepts to include in 30 second spots:
    - Airborne – face, nose, mouth are the entry points
    - Vaccinations work - provide temporary protection, get your booster
    - This is not over - Winter is going to be brutal
    - Get it once, get it twice... the strains are not identical

### Strategic Plan Update

1. Completed one-on-one listening sessions with CBO leaders and PHCD Directors
2. Completed first one-on-one session with SDOC Task Force - review of Strategic Plan
3. Next steps:
  - Training session with SM County Epidemiology staff
  - Final review of data sources
  - Create graphs
  - Task Force – second meeting to review next phase

### Community Grants Program

1. Met with Director Galligan and CEO Fama to discuss the profile of all community health investment activities and to identify the purpose, role, and process improvements for the Community Grants Program.

Revisions will be proposed at the July 28<sup>th</sup> Board meeting and include:

- Process of grant cycle
  - Alignment of Community Grants Program with PHCD health investment portfolio
  - Improve use of WizeHive software to support and track Grants Program activities
  - Updated grant documents posted on website
2. Community Grants Committee is scheduled to meet on August 1.



### [San Bruno Park School District Health Clinic](#)

Schools out for summer and resumes mid August.

### [PVI – Rosener House Adult Day Program](#)

Cheryl and I recently met with Artemis Rong, COO Peninsula Volunteers and Dao Do, PVI Rosener House to hear more about PVI's interest in establishing an Adult Day Program within the District and closer to where our residents reside. Rosener's Adult Day Program is currently serving seventeen residents multiple days a week. Dao and Artemis believe PVI could serve many more residents if the commute was eliminated. Discussion involved: location within PHCD, space requirements, timing and the value a local program would bring to residents. We will meet with PVI leadership in the next quarter.

### [Parent Venture](#)

- Promoting reminder message to utilize The Parent Venture video library and Care Solace during the summer months
- Discussing Fall topic, author and promotion strategy
- Contract renewal and annual report included in Board Packet

### [Outreach and Community Engagement Meetings](#)

Met with the following people/organizations to further advance PHCD's mission and initiatives:

- Stephanie Vitagliano – Wizehive portal redesign
- Dr. Sharuti Dhapodkar – SMC Emergency Medical Services, Health Emergency Preparedness Manager exploring emergency response to infection control of COVID
- Patty Clement – Memory Café –program refresh, Burlingame partnership and location
- Nidhi Dubey – Safeway Pharmacist – school immunizations for Fall 2022
- Cristina Ugaitafa – SMC Senior & Behavioral Health Recovery Services – seniors and COVID safety
- Shakeeli Ali- Umoja – COVID campaign –messaging on COVID safety
- April Torres – SMUHSD Manager of Mental Health Services – Parent Venture workshop topic for Fall
- Charlene Margot - Parent Education workshops for 2022-2023 school year
- Brian Long – AirPure2100 devices for partner orgs and PHCD
- Lisa Tealer, Bay Area Community Resource Advisory Council - health disparities North County
- Trish Erwin – SMC COVID 19 Operations Chief – vaccination clinics
- Dr. Kim Rhoads – UCSF Long COVID Center



**DATE:** July 28, 2022  
**TO:** PHCD Board of Directors  
**FROM:** Eddie Flores, Director Youth Behavioral Health Programs  
**RE:** Director's July Monthly Report and allcove™ San Mateo Update

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### **MHSA Innovative Projects Funding Opportunity**

As previously reported to the Board last month, San Mateo County Mental Health Services Act (MHSA) and Behavioral Health & Recovery Services (BHRS) released notification of a new round of funds available for Innovative Projects to develop new best practices in behavioral health. The Grant submission deadline was July 15, 2022. PHCD previously applied to these funds in 2019 and wasn't successful in being selected. Staff attended community information sessions, submission training sessions and successfully submitted grant application for selection of a full recommendation proposal to be shared with State MHSA Commission. We will be notified by August 31, 2022, if we are selected to the next round and if so the County BHRS will work with us in developing a full application for consideration. We will keep the board apprised of any news.

### **Association of California Health Care Districts Annual Conference (ACHD)**

Jointly with Stanford Center for Youth Mental Health and Well Being (CYMHW) and Dr. Steven Adelsheim from Stanford University along with our counterparts from the allcove™ team at Beach Cities Healthcare District, and Mr. Tobby Ewing, (Executive Director of State MHSOAC) have been invited by ACHD leadership to be part of panel presentation during the keynote lunch portion of the ACHD annual 2022 conference.

PHCD Staff and management have been meeting with all stakeholders mentioned and will be co-presenting on the allcove™ model and serve in a panel highlighting how health care districts could consider such an opportunity to be a leading agency and to expand these youth drop-in center models throughout the State. If you haven't already signed up for the ACHD Annual conference please be sure to reach out and contact staff to confirm your attendance and join us in September in Orange County to attend this great keynote luncheon panel.

### **allcove™ San Mateo Update**

#### **State Mental Health Commission Grant- Year Extension**

As part of the State Budget Act of 2022 enacted on July 1<sup>st</sup>, the appropriation for the allcove™ grant funds has been continued through **June 30, 2026**, allowing the State Mental Health Commission (MHSOAC) to reinstate the full four Grant Years (GYs) of allcove funding. As the Board may recall the initial funding timeline of the grant was to commence January 1, 2020 and run through December 31, 2024. We have now received an amended package for our grant agreement showing the new end date of June 30, 2026

Moving forward, the State mental Health Commission will be aligning the grant years (GY) and report quarters by the Fiscal Year (FY) quarter periods among all allcove™ grantees for standardization purposes. As PHCD finalized an executed the official start of the Contract on January 13<sup>th</sup> of this year, the state commission will be considering the period of 1/13/22 – 6/30/23 as your GY1, then subsequent GYs will begin July 1 through June 30 by FY.



## RFP Process:

Through our work with our consultant, Suzi Reed, we have been moving ahead with the full creation of our Request for Proposal (RFP) to solicit applications for selecting a partnering agency(s) to be able to deliver and carry out the allcove™ San Mateo services. Ms. Reed has been steadfast in ensuring that there is constant alignment with the Stanford Central allcove™ Team and with PHCD staff and management. The RFP announcement will go “live” being shared via a PHCD E-blast, as well as posted on our website for the public to view and download, and also shared via targeted groups that would be interested in applying. Currently, we have designated the following timeline for completion of the selection of the partnering contracting agency.

RFP Execution & Selection Process Timeline	Dates Due
Eddie and Jackie Review	6/30
Stanford Central allcove Team Review of RFP	7/11 - 7/18
Cheryl and Mark Review	7/20 - 7/25
Suzi's final edits + Jackie set up Website space and email alias for RFP inquiries	7/25 - 7/28
RFP goes live, posted on PHCD website, and distributed out via email serve (w zoom link, meeting location, directions, etc)	Thurs 7/28
Bidders conference (Hybrid - Zoom and at PHCD - 9:30am - 12:30pm)	Thurs 8/11
Site Visit #1 (Recommended Site Walkthrough of 2600 ECR allcove San Mateo Site)	Friday afternoon 8/12
Site Visit #2 (Recommended Site Walkthrough of 2600 ECR allcove San Mateo Site)	Friday morning 8/19
Q&A and FAQs document published on website and distributed out to attendees	Fri 8/19
Deadline for proposals submission (by 5:00pm PST)	Fri 9/9
Review of proposals for completeness (follow-up for any missing info etc)	9/12 - 9/16
Reviewal of proposals by selection committee	9/19 - 9/30 (2 weeks; 1 week if <5)
Selection Committee Meeting to select proposal	9/26 or 10/3
Time allotted for Review Committee to ask questions to proposers	9/26 - 9/30 or 10/3 - 10/7
Suzi writes her recommendation for the special board meeting	10/3 or 10/10
Eddie and Cheryl review Suzi recommendation	10/3-10/5 or 10/10-10/12
Present recommendation to board at October board meeting	10/27
Notification of award to selected agency(s)	10/31
Special Board meeting to approve contract with agency	November - Date TBD
Contract awarded	12/9

We will be holding a Bidder's Informational Conference (hybrid meeting) on Thursday, August 11, 2022, at the Burlingame Community Center as well as available via Zoom Virtual access for applicants to learn more about the allcove™ fidelity model, goals and objectives and get to hear from the Stanford Central allcove™ team and PHCD staff. We will also have a Question-and-Answer session and in-person attendees will be provided a light continental breakfast, although social distancing and Covid-19 safe protocols will be adhered.





As the Board has delegated Director Zell and Vice Chair Galligan to be the representatives to staff and management on all things related to allcove™ San Mateo, they have been invited to attend and participate. The rest of the Board members are welcomed to attend but are reminded to not participate or contribute via comment/questions or otherwise, in order to avoid any potential California Brown Act violations, as this will not be a publicly agendized/notice meeting for the Board of Directors.

We will continue to update the entire Board of Directors of our RFP progress and will be bringing forth the final recommendation of the Selection Committee and PHCD management to the full Board for approval later this Fall.

### **Construction/Tenant Improvement/Public Bidding Timeline**

As the Board is aware, we are working with Robert Gooyear of RCG Architects to be able to put together all the construction documents for the public bidding phase to solicit requests for a General Contractor to perform the tenant improvement work of the 2600 El Camino Real – allcove San Mateo location.

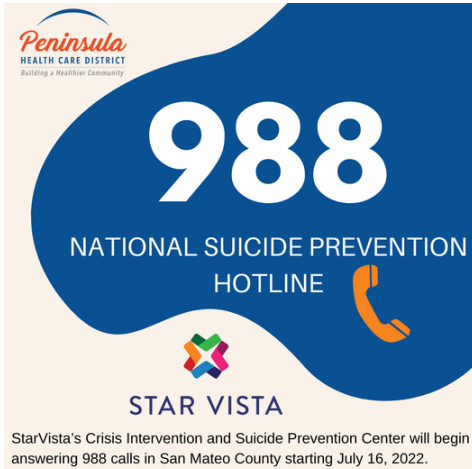
After meeting with our consultant, David Marks from NovaPartners who will be overseeing the public bidding documentation, PHCD staff and management jointly with RCG Architects created a draft timeline of the construction process and various phases to take place in the ensuing months. Several factors were considered and weighed when creating this timeline including the current delay of City of Burlingame permits as well as the current shipping/material supply chain and delays in construction materials and ordering and also the holiday season that will commence in late November and into December holidays. We hope to be able to forecast a potential finishing phase in later March/Early April 2023 with a center opening in April of 2024.

Please note this is being shared with the Board, but it is subject to change. This timeline gives a new update of the potential soft and hard opening projections of allcove San Mateo. As this timeline is revised, we will continue to keep the Board updated of changes.

<b>Public Bid Execution &amp; Selection Process Timeline</b>	<b>Due Dates</b>
<i>Issue final permit drawings (RGC Architects)</i>	8/15/2022
City Permitting Process (3 months to get a permit)	August - October
Out to Bid (RFP Published and Shared) (out to bid after first round of permit comments received from City)	9/15 - 10/15
PHCD Staff Report with Recommendation to Board	10/15
Public Bid Protest Period	10/21 - 10/27
Board Consideration of Recommended and Approval	10/27 or following meeting
Notice to Proceed to Contractor	11/1
Construction Phase of allcove San Mateo and tentative completion forecast	Dec 2022 - March 2023



## New Suicide Prevention Hotline – 988



Starting July 16, 2022, our community partner, [StarVista](#)'s Crisis Intervention and Suicide Prevention Center is answering 988 calls in San Mateo County. 988 is a federal initiative launching nationwide on July 16, 2022, that aims to improve the crisis response system in America. PHCD was able to promote this via our social media channels and website and share with our Youth Advisory Group.

Now, when experiencing a mental health crisis, individuals will be able to dial 988 as an alternative to the current National Suicide & Crisis Lifeline number 1-800-273-8255 and be directed to their local crisis call center for support.

There are two ways to contact the StarVista Crisis Center in a mental health crisis:

1. Call StarVista's 24/7 Crisis Hotline 650-579-0350
2. Starting July 16, Call 988 (see note below)

\*\*If you are a San Mateo County resident without a 650-area code and would like to access the StarVista Crisis Center, please call our local line at 650-579-0350. Trained crisis workers treat callers with empathy and compassion and provide referrals for community resources and services. To learn more visit, <https://star-vista.org/news/2022/988-crisis-center/>



# Peninsula Health Care District Health & Fitness Center

## CENTER DIRECTOR REPORT JULY 2022

- **Fitness Center Operations**

- July 9, 2022: 4-year Fitness Center anniversary



- **Outreach**

- Fitness Center Brochure printed for distribution to potential members at health fairs/community events, doctors' offices, community partners, etc.

**Come for fitness ... stay for friends**

More than just a fitness center, you'll find a welcoming environment, camaraderie and easily accessible machines.

You don't have to be a member to try us out. Ask about our Day Passes.

*"The Fitness Center is very clean, has a variety of equipment, classes and a great lounge for having a bite to eat, reading or just relaxing." - Betty*

*"Coming to the Center has helped me increase my muscle strength and my overall balance. Thank you!" - Tim*

**JOIN NOW!**

**Peninsula Health Care District  
Health & Fitness Center**

1875 Trousdale Dr  
Burlingame, CA 94010  
(Corner of Marco Polo & Trousdale)  
**650-448-1472**  
phcdfitness.org

Hours  
Mon - Fri: 8:00 am - 6:30 pm  
Sat: 8:00 am - 1:00 pm  
Closed Sundays  
Call for holiday hours

**Peninsula Health Care District  
Health & Fitness Center**

At Peninsula Health Care District Health & Fitness Center, you'll discover many benefits that engage your mind, body and soul.

New members receive a short assessment and, based on their goals, staff recommends classes and / or machine exercises.

**Exercise Equipment and Machines**

- NuStep recumbent cross trainers for a seated total-body workout
- Treadmills
- Stationary bicycles and arm bikes
- Resistance machines
- Hand-held weights

**A Variety of Classes for Everyone**

- Balance Fitness
- Tune-up Circuit
- Gentle Stretches and Yoga
- Seniors in Motion

**Designed to Improve / Increase**

- Balance, mobility and flexibility
- Quality of life
- Postural alignment
- Brain function / stimulation
- Cardiovascular health and endurance
- Muscle tone / strength

**Designed to Reduce**

- Risk of falls
- Pain and stiffness

**Massage Therapy**

Therapeutic massage is offered in a safe, warm and friendly environment. Benefits of massage therapy include:

- Stress and anxiety relief
- Pain management
- Improved circulation
- Increased range of motion
- Strengthened immune system
- Improved sleep quality

*"It's nice to go someplace like "Cheers" where everybody knows your name." - Joan*

**Focused on Your Well-Being  
and Healthy Aging**



- **What's New in the Fitness Center**

- T6 Pro Recumbent Cross Trainer
  1. Easy to access/easy to use
  2. Low step-through design
  3. Ergonomically padded seat
  4. Arm and seat positions easy to adjust
  5. Programs include quick start, pace partner, trail runner



- **Meet the Staff Display Board in Lobby**

## Meet the Staff

**Michelle**  
FITNESS CENTER DIRECTOR

Michelle Marthelinas has been with the District since 2018 and brings 21 years of experience in the health and wellness industry with a specialty in older adult fitness. As the Fitness Center Director, Michelle is accountable for developing, implementing, and monitoring safe and efficient operations and programs. Michelle is passionate about getting older adults engaged in their fitness center community.

**Mary**  
MEMBERSHIP SERVICES REP  
MASSAGE THERAPIST

Mary Enright has been an employee of the PHCD Health and Fitness Center since 2018 and brings almost 19 years of experience in the fitness industry. She previously was employed as a Physical Therapy Aide for Wells Peninsula Health Services. Mary is also a trained and certified Massage Therapist. Mary's interest in working with seniors was inspired by her love for her grandparents.

**Dona**  
MEMBERSHIP SERVICES REP

As a native San Francisco and longtime resident of Burlingame, Dona has always been very passionate about the importance of fitness and wellness. She was a fitness center instructor for several years, which led to her current position for the Health & Fitness Center. When Dona is not at work you can find her reading and enjoying time with her husband, dogs, and other spending time with her family and friends.

**Rita**  
MEMBERSHIP SERVICES REP

Rita Kamen has been an employee of the PHCD Health and Fitness Center since 2011. She grew up in New York City but has made the Bay Area her home since then 30 years ago. Working part-time at the Fitness Center is an ideal way to share her life-long passion for exercise and activities with the members. She also enjoys being yoga and maintains a regular meditation practice.

**Debbie**  
MEMBERSHIP SERVICES REP

Debbie DeWiese has been an employee of the PHCD Health and Fitness Center since 2012. Debbie has been and spent in the Bay Area and attended San Francisco State University. After being in the fitness industry for several years, she decided to join the team. In her free time, Debbie enjoys being outdoors and spending time with her family and friends.

**BUSINESS HOURS**

Monday - Friday  
8 AM to 6:30 PM

Saturdays  
8 AM to 1 PM

Closed  
Thanksgiving Day, Christmas Day  
and New Year's Day

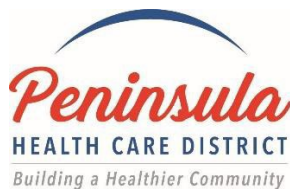
Other Holiday Hours Vary

**JULY BIRTHDAYS**

2nd: Katie O.	22nd: Anne F.
4th: Diana M.	22nd: Bob F.
5th: Connie S.	25th: Gillian L.
6th: Janice R.	26th: Anne M.
8th: Homer P.	28th: MerJanne D.
15th: Tom P.	30th: Pat G.
16th: Bob F.	30th: Cheryl H.
20th: Marco C.	30th: Emilie R.
21st: Kumi M.	

Since 1947, Peninsula Health Care District has promoted good health by prevention programs to stay healthy, education to empower residents to make healthy choices and partnerships to remove barriers to health services. To learn more about PHCD, visit [Peninsulahealthcaredistrict.org](http://Peninsulahealthcaredistrict.org).

**Peninsula**  
HEALTH CARE DISTRICT  
Building a Healthier Community



**DATE:** June 23<sup>rd</sup>, 2022  
**TO:** PHCD Board of Directors  
**FROM:** Jackie Almes, Youth Outreach Specialist  
**RE:** Monthly Report – June 2022.

**allcove™ San Mateo – Youth Advisory Group**

This past month the YAG and I have begun our work with KBM Hogue on choosing furniture for allcove San Mateo. KBM Hogue attended our last YAG meeting, and we began choosing what type of furniture will be in each room. For example, in counseling room 1 we will have two chairs and in counseling room 2 we will have a couch for clients. We went through our entire floorplan and started with the basics of what furniture should be in each location/room. The designer on the KBM Hogue team is working on putting in the type of furniture we discussed and in our next meeting on July 25<sup>th</sup> we will begin looking at what specific pieces we want to have in each room. We will then choose the materials of each piece in the meetings following July 25<sup>th</sup>.

Following sending out acceptances to our new YAG members I planned an orientation that took place on July 18<sup>th</sup>. All of the ten new members attended the zoom, and I gave them an intro to allcove presentation and talked about their future on the YAG. I gave them an update on our allcove center and what they can expect in the coming months. It was a great opportunity for the new members to ask questions and get to know each other. Before they begin attending our regularly scheduled YAG meetings I will be taking them on a tour of both allcove Palo Alto and our site in San Mateo. This is so they can see what a running allcove center looks like to give them some perspective on what our site has the potential to look like. Once all that is finished, they will begin attending our regular YAG meetings.

<b>New YAG members</b>	<b>Current School</b>
Alexa Latini	Aragon High School
Ariel Lucas	Notre Dame Belmont High School
Lillian Shapona	Mercy Burlingame High School
Kelly Philpott	Mercy Burlingame High School
Maxine Schaffner	Mercy Burlingame High School
Esti Smith	Mercy Burlingame High School
Juliana Mufarreh	Mercy Burlingame High School
Cass Singer	Hillsdale High School
Toyo Adenekan	Hillsdale High School
Vincent Palala	Hillsdale High School

To increase the diversity of our YAG I have extended our application deadline to fill our last three slots. I have extended the due date to July 31<sup>st</sup> and have reached out to all the surrounding community colleges including Skyline, Canada, and CSM. I have shared the application with some of our partner agencies such as Star-Vista as well.



As we move forward with our RFP, we are beginning to form our selection committee. After speaking with Eddie Flores, we decided to have two YAG members join the selection committee to make sure youth voice is represented in such an important decision of the future of our allcove center. With that being said I decided to ask two specific members that I believe would be great fits for the selection committee. After reaching out to them and giving them information about the commitment of the selection committee they both have decided they would love to be a part of such an important decision. Moving forward they have an understanding of what will be expected of the both of them once the RFP goes live and throughout our process with the selection of the proposer.

### **PHCD**

As we move forward with our RFP, I have been working on planning the Bidders Conference. We have decided to hold the conference at the Burlingame Community Center on August 11<sup>th</sup> from 9:30am – 12:30pm. Our new office assistant will be helping me with ordering the food and also arranging the room on the day of. We will be bringing our PHCD merch to the conference to hand out our hand sanitizers, note pads, pens and more.

I have been working with Stephanie to create an RFP landing page on our website that includes all the important information of the RFP. I created a timeline for our staff, and I also created a less detailed one to include on the RFP page on our website. This is to give bidders an idea of due dates, events, ect. We will be holding two site visits at 2600 to give bidders an opportunity to see the future location of allcove San Mateo. I created a downloadable document with detailed directions to 2600 S El Camino Real - our allcove site to make it easier for people to find our location. It also includes instructions on where to park.

### **Outside trainings/partnerships**

I have continued my work with Star Vista HAP-Y program and attend the meetings twice a week for approximately 2 – 2.5 hours. In these meetings we have guest speakers who come and teach us about mental disorders. This past month we covered topics like personality disorders, mood disorders and also the WRAP program which stands for Wellness Recovery Action Plan.

I met with Ana Lilia Soto from the Central allcove Team to go over my future plan with the YAG. We talked about opportunities to collaborate in the future, and she shared with me some documents to help me plan out this next year with the YAG. She continues to help me with any guidance I need with the YAG and youth engagement.

The BHRS youth committee formed the YAB (youth action board) about two months ago. Once it was formed, they asked me if I would be the Communications Advisor for the YAB. I accepted the offer and meet with them regularly to help guide the conversation and be there to support in any way I can. Through my work with the youth advisors, we decided to try and get a social media account specifically for the YAB. It's a long process and they have begun filling out the application to move forward with this project. Once it gets approved, they have a range of ideas of social media posts geared towards mental health awareness.



We want to thank our graduating YAG members for being part of our PHCD family this past year.



Olivia Jensen (UC Davis) bottom left; Amara Kramer (Cal Poly SLO) top right; Lily Colpitts (USF,) top left; Ashley Mullarkey (University of Oregon) bottom right; and Maddy Wong who just graduated from UC Santa Cruz bottom middle.

*“My favorite experience from YAG was when we took our personal photos for our allcove photography wall. This type of free expression allowed us to truly bond with one another and embrace the fun and exciting nature of our allcove projects.” -Lily*

*“My favorite part of being a YAG member has been making connections with like-minded people about mental health, an important topic to me.” -Olivia*

*“One thing I enjoyed the most about YAG are the meetings. It is so much fun to collaborate with other like-minded youth to discuss large issues such as mental health awareness. This experience has taught me the value of differences in opinion, and how youth voices are essential in dictating the needs of the community.” -Ashley*

# PCHD – July Meeting

## Solar and Glare Analysis

July 2022



# Solar Project Layout

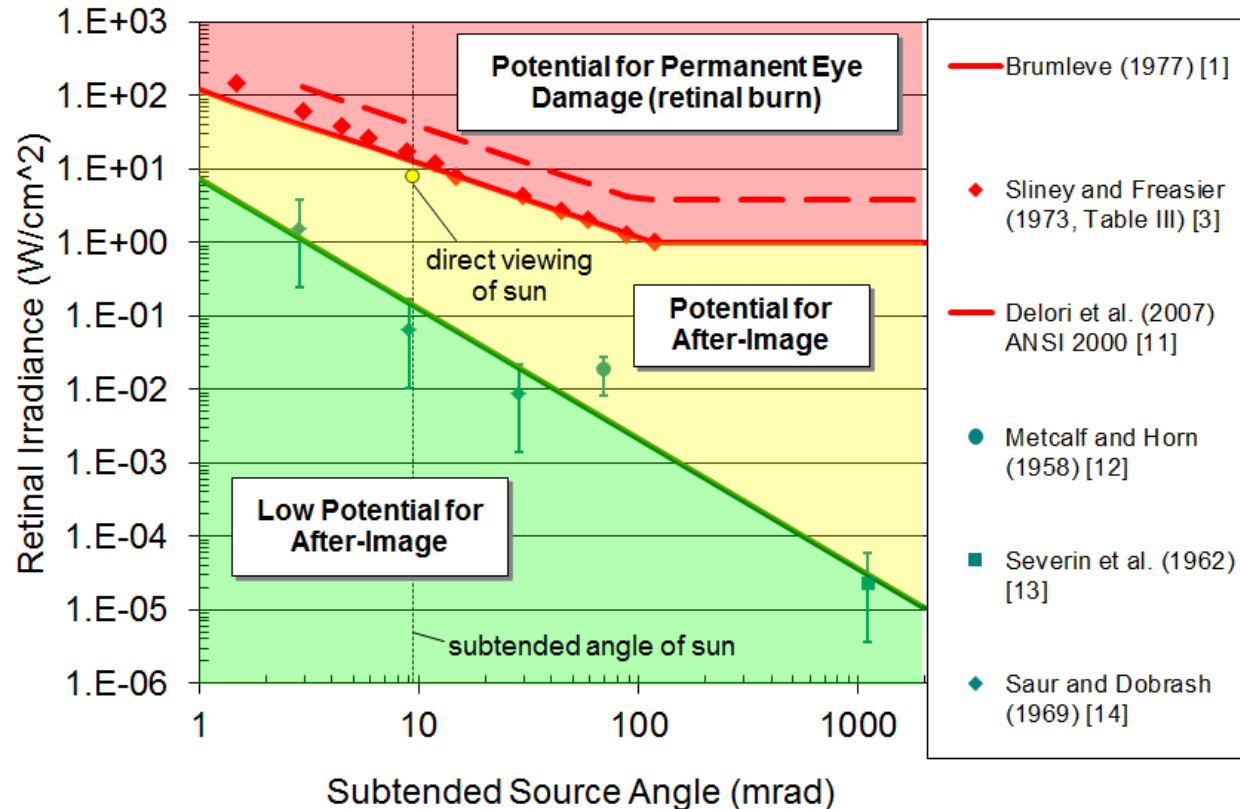


# Ameresco Process

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1. Utilize Industry Standard Glare Analysis Tool, Initially Developed for FAA
2. Determine if solar canopies will create additional glare on new development
3. Model existing conditions of Hospital
  - Considered Existing MPMC Building for study
  - Did not consider impact of reflective cars in lots, which is presumably much worse
4. Model new conditions of Solar
5. Assess Results

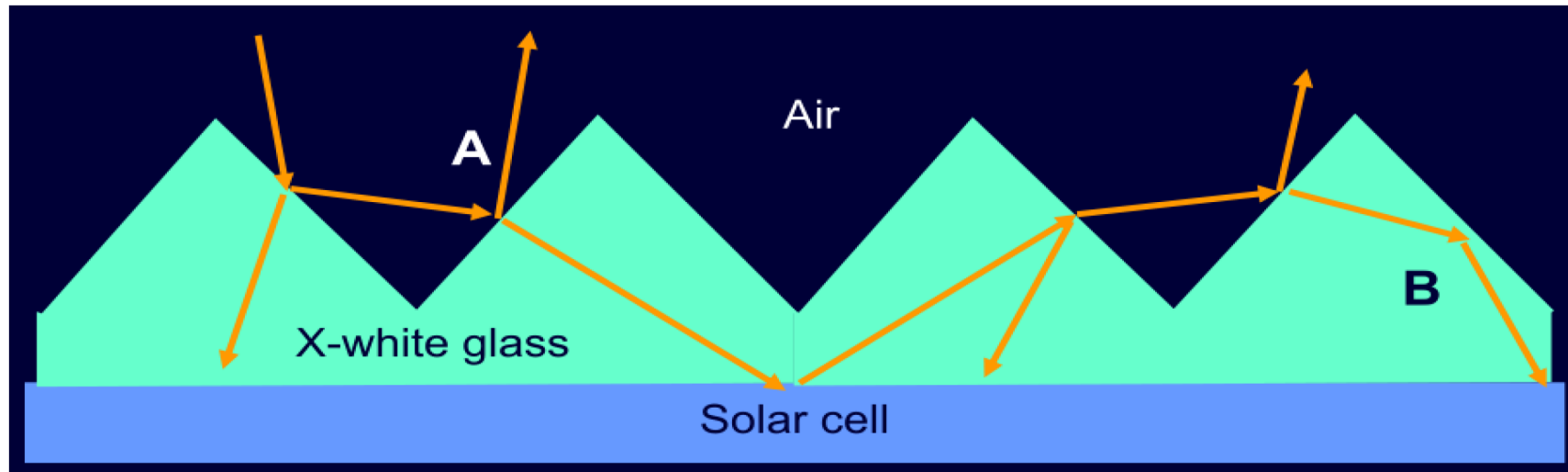
# Preliminary Glare Study - Definitions



- GREEN Glare is considered “low potential” or harmless to Vision
- GREEN Glare is allowable by FAA with respect to Flight Paths, Runway, and Air Traffic Controls Towers
- I.E. GREEN Glare does not have a noticeable visual impact

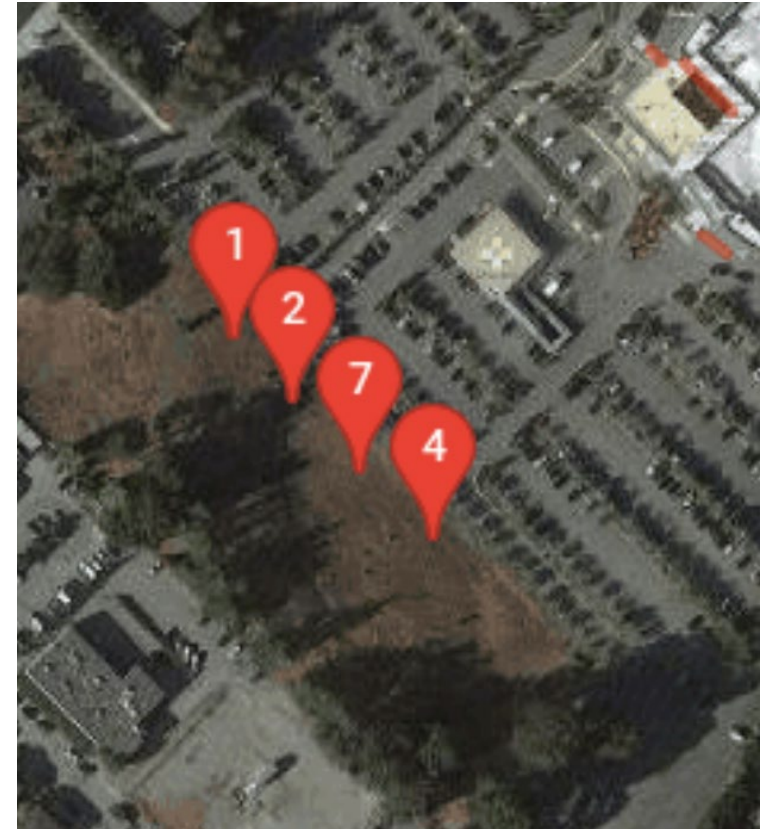
# Preliminary Glare Study – Anti-Reflective Coating

- Solar Modules are covered with Anti-Reflective Coating (ARC)
  - Comprised of Silica ( $\text{SiO}_2$ ), the coating creates a Rough, Textured Surface on the Module
- Textured Surface scatters and traps light
  - Improves Solar Modules Efficiency
  - Greatly Reduces Reflected Light



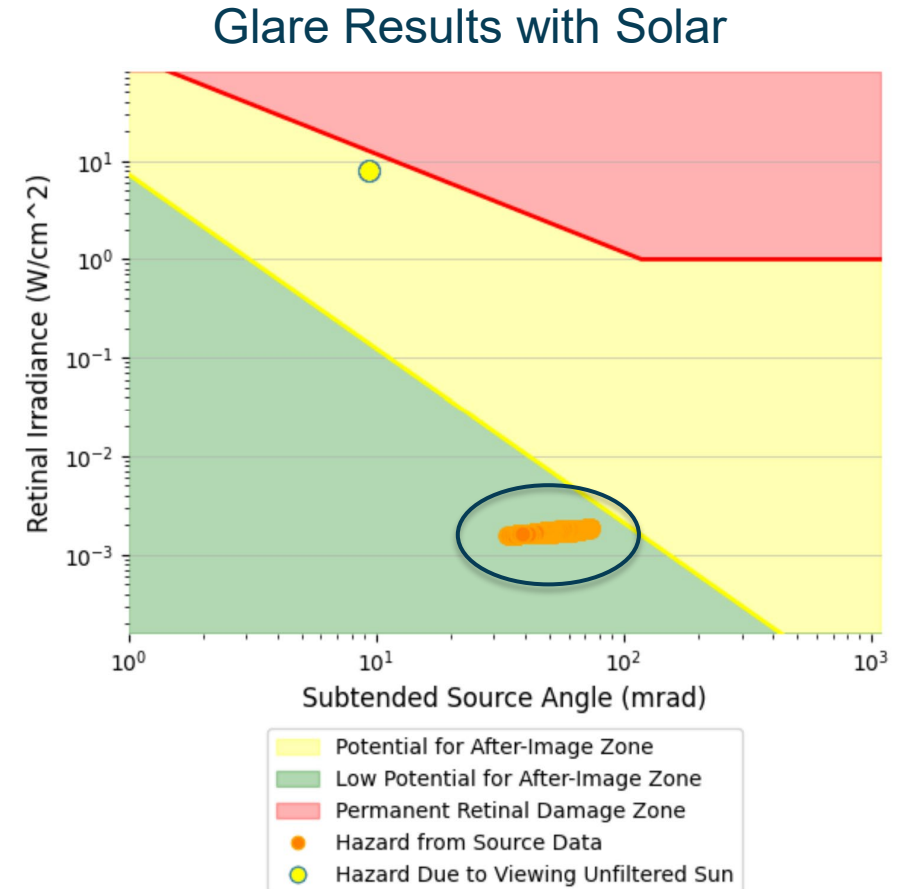
# Preliminary Glare Study - Assumptions

- Analysis run on FORGE SOLAR platform
  - FAA-accepted glare analysis
- Model assumes FULL sunlight
  - No cloud-cover, fog, shading, or obstructions are considered
- (8) Observations Points modeled to simulate 3<sup>rd</sup> and 4<sup>th</sup> Floor windows of new Development
- Did Not consider impact of vehicular traffic due to unpredictability



# Preliminary Glare Study – MPMC Results

1. MPMC Passes the Glare Study!
2. Only GREEN Glare detected
  - Orange Markers in Graph show the detected instances of Glare
3. No New Glare is Created on Site
4. Solar Is Very Likely to Reduce Glare to New Development Due to Covering Highly Reflective Vehicles



# Preliminary Glare Study – Base Before Solar

- BASE model considers the (5) major South-facing Facades of the Existing Hospital

## Summary of Results Glare with low potential for temporary after-image predicted

Vertical Surface Name	"Green" Glare	"Yellow" Glare
	min	min
Building East	0	0
Building North Tower	3,802	0
Building Northwest	8,493	0
Building Southeast	0	0
Building South Tower	0	0



# Preliminary Glare Study - Solar

- SOLAR model considers the (10) Solar Arrays

## Summary of Results Glare with low potential for temporary after-image predicted

PV Array	Tilt °	Orient °	Annual Green Glare		Annual Yellow Glare		Energy kWh
			min	hr	min	hr	
Array 1	7.0	225.0	0	0.0	0	0.0	-
Array 10	7.0	225.0	22,279	371.3	0	0.0	-
Array 2	7.0	225.0	0	0.0	0	0.0	-
Array 3	7.0	225.0	0	0.0	0	0.0	-
Array 4	7.0	225.0	0	0.0	0	0.0	-
Array 5	7.0	225.0	0	0.0	0	0.0	-
Array 6	7.0	225.0	0	0.0	0	0.0	-
Array 7	7.0	225.0	69,641	1,160.7	0	0.0	-
Array 8	7.0	225.0	53,693	894.9	0	0.0	-
Array 9	7.0	225.0	35,188	586.5	0	0.0	-





# Preliminary Glare Study - Comparisons

- Maximum Retinal Irradiance detected is  $0.0015\text{W}/\text{cm}^2$  (~10,000 Lumens)
- At the closest Observation Point to the Solar (105ft), this equates to 9.8 Lux
- Equivalent to looking at:
  1. a 40W Incandescent Light Bulb from 22 feet away
    - (I tested this at my home, see photo on the Right)
  2. a Vehicle Headlight from 57 feet away
  3. an LED Parking Lot Light Fixture from 119 feet away\*
    - \*Based on the fixtures in the MPMC Parking Lot
  4. a Typical 30ft Tall Street Light from 180 feet away



# Questions?

Matt Brausch  
mbrausch@ameresco.com  
480-499-9126

- **We will provide a revised design layout which reflects these adjustments, as well as renderings of the new layout.**
- e. Panels are tilted at an angle. Want assurance they're not going to reflect into adjoining neighborhood or into new buildings the District is building.
  - **Hans Meyer, Ameresco: 5-degree tilt is quite common for south facing, possibly 3-5 degree on east/west facing. Panels will not cause major reflection issues. Module glass is actually designed to not reflect.**
- f. Board legal is asking what the City requires regarding permits, public comments, community feedback, whether it needs to go through the Planning Commission.
  - **Matt Brausch, Ameresco: For this project, we have met with Catherine Keylon, a Senior Planner for the City of Burlingame. She has done a preliminary review of the project and discussed the options with the Planning Manager and Community Development Director.**
    1. **They've determined the modifications to the Site and Landscaping will require a Design Review Amendment to the original entitlements. A Design Review Amendment does require a Public Hearing in front of the Planning Commission.**
    2. **In addition to the Planning Commission review and approval, we will need to submit to Building and Safety for Building and Electrical Permits.**
    3. **Outside of the City of Burlingame submittal requirements, the project will also require submittals to PG&E (Utility) and HCAI (OSHDP). Our FAA consultant is also verifying if specific notice will be required to CalTrans or the SFO Airport Development Plan.**
- g. A couple of board members were concerned about the aesthetics of solar, and want us to address that.
  - **We think the solar looks great!**
    - The canopies provide shade for patients and staff parking areas.
    - It's a public indication of Sutter's commitment to address environmental stewardship, as we will be replacing grid power with fully renewable electricity.
    - New LED lighting under the canopies will provide far superior parking lot lighting than the poles.
    - The PPA includes aesthetic maintenance requirements throughout the 20-year term.
    - We can paint the columns whatever color MPMC prefers.
  - **Matt Brausch, Ameresco: The City of Burlingame is supportive of solar and exempts Solar from discretionary reviews like aesthetics.** The Planning Commission would be focused on the modifications to the Landscape.

#### Sutter Health contact for the Renewable Energy Program

Wayne Bader  
Energy Manager  
Sutter Health Facility & Property Services  
[baderw@sutterhealth.org](mailto:baderw@sutterhealth.org)  
434-953-6618

## On-site Solar Project for Mills-Peninsula Medical Center

This is a follow-up to our April 17, 2022 presentation of the planned solar project to the Board of Peninsula Health Care District (PHCD), the owner of the land on which MPMC sits.

The Board members presented several questions and decided to table the discussion on this topic until the next month's Board meeting (May, 2022). PHCD's CEO Cheryl Fama agreed to provide an official list of the Board's questions. Until we receive that list, we are working to address the questions based on meeting notes from that Board meeting as taken by Wayne Bader and Anthony Pacheco.

The list of Board questions from Wayne's & Anthony's notes, with our answers, is provided below.

---

- a. Legal issue: One District Director (Frank) asked for indemnification of the District related to the solar project (he mentioned potential construction issues, presumably injuries).
  - **Cindy Condos, Sutter Health: The Ground Lease includes a broad indemnity obligation [e.g. Section 8.01], so I do not believe that a separate indemnity related to this work is necessary.**
- b. Legal issue: under Agreement with Sutter, there's term of "removable assets". When lease is over, the Board may want this construction to be removed. There needs to be a commitment by Sutter to remove the solar equipment.
  - **Matt Brausch, Ameresco: There are (3) options [in the Power Purchase Agreement, PPA] for the Solar equipment at the end of life:**
    1. **Extend the PPA term to continue selling power to site** (ownership or PPA customer can transfer if the Hospital is sold during term).
    2. **Sutter Health can purchase the Solar equipment at Fair Market Value.**
    3. **Solar equipment can be removed at the cost of the System Owner.**
  - **Hans Meyer, Ameresco: Ameresco can remove the equipment [as one end-of-life option] and there are contractual provisions for that [in the PPA].**
- c. The PHD Board wants to know if they can continue with the Solar agreement, if the lease with MPMC is not renewed in the future. In addition, whether the solar panels can be purchased (assuming by the time our lease is up, the asset will be fully depreciated).
  - **Wayne Bader, Sutter Health: Ameresco is very flexible on end-of-term issues. I would expect they would welcome either of the first two options at the end of our term: 1.) extend the term with Sutter or the next owner/tenant, or 2.) sell the system outright.** They will want to avoid physically removing the equipment (though our PPA requires that as an option), because it will cost them more to remove it.
  - **Hans Meyer, Ameresco: Confirmed: Wayne's statement is accurate.**
- d. Board wants copy of plans to review. Per Matt Brausch, Ameresco:
  - **Based on the description and renderings provided [by the District for their planned development adjacent to the hospital site], we plan to remove the single cantilever solar structures on the south row of parking due to the shading.**
  - **Additional structures adjacent to the Helipad will be removed based on the feedback from FAA consultant.**

## MEMORANDUM

**TO:** PHCD Board of Directors  
Cheryl Fama, PHCD CEO

**FROM:** Tighe Hammam, VP Residential Services

**DATE:** July 22, 2022

**SUBJECT:** The Trousdale Wage Adjustment

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When The Trousdale opened, Eskaton set the wage scale for this new community at 25% higher than our Sacramento market communities. It was determined by Sylvia Chu and my predecessor that those wages didn't need to be that high to be competitive in the Burlingame market so the wage at which The Trousdale employees were hired were lower than the wage scales. As the years progressed and the competitive market changed, wage scales continued to increase with minimum wage escalation and employee wages continued to remain behind the minimum of wage scale Eskaton uses for our employees. We are now in a position where we are recruiting for new employees and are unable to use the current wage scale. Current employees are seeing job postings with higher wage ranges so adjustments need to be made in order to remain competitive in the market and retain our current workforce.

I look forward to further discussion and answering any questions you may have. Thank you.

Job Code	Job Status Code	Job	Salary Grade Code	Hourly Minimum	Hourly 2nd Quartile	Hourly Midpoint	Hourly 4th Quartile	Hourly Maximum	25%
05	A	Food Service Director	5	\$30.0000	\$31.9613	\$33.9226	\$35.8838	\$37.8451	\$ 37.50
07	A	Maintenance Supv - RCFE	I	\$26.0000	\$30.8925	\$35.7850	\$40.6775	\$45.5700	\$ 32.50
1Q	A	Wellness Nurse	H	\$23.0000	\$27.4750	\$31.9500	\$36.4250	\$40.9000	\$ 28.75
33	A	Res Care Coord II	8	\$35.8173	\$40.2695	\$44.7217	\$49.1738	\$53.6260	\$ 44.77
39	A	Memory Care Coordinator	5	\$30.0000	\$31.9613	\$33.9226	\$35.8838	\$37.8451	\$ 37.50
45	A	Maintenance Assistant	D	\$17.0000	\$18.9250	\$20.8500	\$22.7750	\$24.7000	\$ 21.25
47	A	Driver	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
56	A	Receptionist I	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
5M	A	Business Serv Mgr-RCFE	G	\$21.0000	\$24.8100	\$28.6200	\$32.4300	\$36.2400	\$ 26.25
68	A	Floor Person	B	\$15.7500	\$16.8225	\$17.8950	\$18.9675	\$20.0400	\$ 19.69
69	A	Dishwasher	A	\$15.2500	\$16.0350	\$16.8200	\$17.6050	\$18.3900	\$ 19.06
7A	A	Resident Care Assoc	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
82	A	Wait Person	A	\$15.2500	\$16.0350	\$16.8200	\$17.6050	\$18.3900	\$ 19.06
84	A	Housekeeper	B	\$15.7500	\$16.8225	\$17.8950	\$18.9675	\$20.0400	\$ 19.69
86	A	Laundry Worker	A	\$15.2500	\$16.0350	\$16.8200	\$17.6050	\$18.3900	\$ 19.06
88	A	Cook	D	\$17.0000	\$18.9250	\$20.8500	\$22.7750	\$24.7000	\$ 21.25
89	A	Prep Cook	B	\$15.7500	\$16.8225	\$17.8950	\$18.9675	\$20.0400	\$ 19.69
8B	A	Lead Cook	E	\$17.7500	\$20.0375	\$22.3250	\$24.6125	\$26.9000	\$ 22.19
93	A	Life Enrichment Assistant	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
96	A	Campus Patrol	B	\$15.7500	\$16.8225	\$17.8950	\$18.9675	\$20.0400	\$ 19.69
B4	A	Barista	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
E1	A	Move-In Coordinator	F	\$19.0000	\$21.9350	\$24.8700	\$27.8050	\$30.7400	\$ 23.75
J1	A	Resident Medication Asst	D	\$17.0000	\$18.9250	\$20.8500	\$22.7750	\$24.7000	\$ 21.25
P2	A	Unit Clerk - Lodges	C	\$16.2500	\$18.0900	\$19.9300	\$21.7700	\$23.6100	\$ 20.31
R4	A	Resident Living Advisor	H	\$23.0000	\$27.4750	\$31.9500	\$36.4250	\$40.9000	\$ 28.75



**DATE:** July 21, 2020

**TO:** PHCD Board of Directors

**FROM:** Director Helen Galligan, Chair, Community Health Investment Committee  
Ann Wasson, Community Engagement Director

**RE:** **Proposed Revisions to the District’s Community Grants Program and Re-allocation of Community Health Investment Budgeted Funds**

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**RECOMMENDATIONS:**

The Committee and Management took a look at the entire portfolio of programs covered by the funding in the District’s community health investment budget line item and determined that some revisions and updates were in order. Therefore, we are recommending:

- Updating to the Committee Charge
- Revising the Community Grants Program
- Establishing a new funding category – Impact Partnerships.

These recommendations are driven by a variety of factors:

1. PHCD is not a foundation, it is a public agency charged with using public funds to address health needs and does so through a variety of programs. The Grants program has fostered the perception that PHCD is just a foundation.
2. When the Grants Program was launched, PHCD no longer had its hospital to maintain and expand. Today, the District has existing programs and will be launching new ones. All will require funding support .
3. The Strategic Plan 2023-2026 process may identify new areas of focus and partnerships for the District. The proposed reallocation of some funds from the Grants Program (an open solicitation) Impact Partnerships (PHCD seeks provider partners) may contribute to Board’s goal of “moving the needle” in focused areas.

We welcome discussion and are seeking approval to finalize and post on the Website to launch this year’s Community Grant cycle.

**BACKGROUND:**

The District's community grants program was established in the late 1990's when the State issued new seismic standards for acute hospitals. It was decided by the Board and approved by a 92% approval from PHCD voting residents not to upgrade the District's Peninsula Medical Center of which the original building opened in 1954, but to allow Sutter Health to build and operate a new hospital adjacent to the old one on the District's land and then tear down the District's. Prior to that decision, nearly all District's revenues were invested into its hospital's facilities and equipment to keep it state-of-the art and evolving with the advancement of medicine and technology. Knowing the hospital would be replaced, the Board's community health investments shifted from a hospital-focus to community-based program focus.

Over the first 11 years of the Grants program, 1996-2007, PHCD awarded an average of \$500K to organizations such as the HPSM's Children's Health Initiative, Senior Focus, Ombudsman, StarVista, Wise and Well Program, and the College of San Mateo's Nursing program. Since 2008, property tax revenues steadily increased and the Board steadily increased its investment in community health benefits through a diversified portfolio of investments.

Today, PHCD's portfolio includes:

- Provision of direct services (Trousdale, Fitness Center, Sonrisas)
- Provision of buildings and office space (AbilityPath, Sonrisas, Samaritan House, Hep B Free)
- Rent subsidies for Trousdale AI/MC residents
- Special funding initiatives (Senior Services, Covid Campaign, Care Solace, Kognito)
- PWC development – a 6.4acre health-focused campus of services and housing
- Community Grants Program

**The FY '23 budget for community health investments exceeds \$3,700,000.**

**PROPOSALS:**

**Committee Charge** – Attachment 1: Functions unchanged, wording refreshed, membership changed from 9 to 7 community members at large. With 2 Directors, Committee will be a total of 9 voting members.

**Community Grants Policy, Procedures, and Eligibility** – Attachment 2:

1. Moved away from "health priorities" which will be defined by strategic planning process to focus areas and solicit community grant requests that focus on programs that address, prevention, health literacy, physical activity, counseling, "*wise & well*" - approaches to promoting healthy living and reducing illness and chronic disease.



2. Limits grants to a range of \$10K-\$55K: Requests <\$10K will be reviewed by Management and funded from Community benefit discretionary budget. Requests >\$60K will not be accepted.
3. Change grant cycle timeline to receive year-end reports prior to the Committee finalizing its recommendations to the Board for another round of funding.
4. New grantees will be eligible for one-year of funding and will be required to submit a mid-year and final report at end of grant period.
5. Returning grantees with a record of performance to plan and achievement of outcomes will be eligible for two-years of funding and will be required to submit reports at the end of each 1-year grant period.

6. Reallocation of \$2M budgeted in FY '23 for community health investments:

Discretionary Events & Grants <\$10K	75,000	(Increased \$25K)
Healthcare Workforce	50,000	(Increased \$25K)
Grants approved in '22 for '23	250,000	(Health Center & Teen Van)
Community Grants Fund	<u>650,000</u>	
Subtotal	\$1,025,000	
Impact Partnerships	<u>975,000</u>	
Total	<u>\$2,000,000</u>	

**New Impact Partnership Funding:**

1. PHCD will identify and approach potential partners; it will not be an open application process.
2. Eligible organizations will have a track record of serving large numbers of District residents by removing barriers to care, filling unmet gaps, providing innovative and/or unique services, and open to collaborating with PHCD to expand reach and impact for both partners to benefit the community.
3. Funding agreements will be 3-years, pending acceptance of performance reports by the PHCD Board toward the end of years 1 and 2.
4. Recommended organizations for FY'23 are programs that consistently receive grants greater than \$60K:
  - a. Samaritan House
  - b. Mission Hospice
  - c. Peninsula Volunteers, Inc.

Community grants will go “wide and shallow;” Impact Partnership funding should go “deeper for greater impact.”



**BOARD OF DIRECTORS  
COMMUNITY HEALTH INVESTMENT COMMITTEE  
COMMITTEE CHARGE**

**Purpose:**

The Committee acts as an advisory body to the Board by identifying and vetting opportunities to invest public funds in programs and services that will address the health needs of the District's residents. The Committee's work is guided by the Board's vision, mission, and strategic direction and helps to ensure the District's investments in health and community benefits address priority needs and achieve measurable improvements in the health outcomes of its residents.

**Primary Functions:**

1. Advising the Board on District programs such as, but not limited to: the Community Grants Program, Management's use of the community events discretionary fund, multi-year Special Initiative recommendations, annual community education plan and workforce tuition assistance program.
2. Serving as the work group to advise and assist management in carrying out the Board's annual Community Grants cycle which includes evaluating grantee proposals, making site visits, reviewing grantee reports, and making recipient and funding recommendations to the Board.
3. Conducting an annual review of the procedures and processes of the District's Community Grants Program to confirm compliance with policy and procedures, and to identify opportunities to improve.
4. Evaluating proposals for new community health investment programs and special initiatives proposed by Management or other Board Committee, as requested.
5. Serving as PHCD ambassadors by being knowledgeable about how the Board invests public funds for the benefit of the health of its constituents.

**Membership:**

The Committee is comprised of two Directors from the District Board and seven engaged community leaders that reflect a range of professional skills and experience in such areas as health care, social services, grantmaking, development, and public policy and represent the geography of the District, as well as racial, ethnic, and gender diversity of constituents. The District's Community Engagement Director (CED) will serve as staff to the Committee.

Committee members may serve two consecutive 3-year terms before cycling off for at least one year. Terms consist of a calendar year January 1–December 31. The Committee will be chaired by a Director of the PHCD Board. As an advisory body to the Board, the Board retains approval authority.

**Members and Terms**

Helen Galligan, Director, Chair

Rick Navarro, Director, Vice- Chair

Nancy Bush	2015-2017, 2020-2022 (2 <sup>nd</sup> term)
John Delaney	2016-2018, 2019-2022 (2 <sup>nd</sup> term)*
Mary Lund	2016-2018, 2019-2022 (2 <sup>nd</sup> term)
Dr. Henry Sanchez	2015-2017, 2019-2022 (2 <sup>nd</sup> term)*
Karen Bettucchi	2017-2019, 2020-2022 (2 <sup>nd</sup> term)
Linda Wolin	2018-2020, 2021-2023 (2 <sup>nd</sup> term)
New Member	2021-2022 (1 <sup>st</sup> term)

\*Agreed to serve an additional year given unfilled vacancy

Approved by Board of Directors 10/18/2007

Revised and Approved 10/23/2010

Revised and Approved 2/28/2013

Revised and Approved 5/30/2015

Revised and Approved 8/29/2017

Revised and Approved 9/20/2018

Revised and Approved 1/16/2019

Revised 1/25/21 and Approved 2/25/2021

Revised 7/21/2022



## **COMMUNITY GRANTS PROGRAM POLICY, GUIDELINES AND ELIGIBILITY**

### **Policy**

The Peninsula Health Care District exists to address the health needs of its residents. It carries this out through a vigilant monitoring of resident health and seeks opportunities to promote health, ensure access to needed health services, and achieve equity in health outcomes. It achieves this through a variety of health investment strategies from directly providing services and facilities for needed programs, to partnering with service providers through funding support to community-based organizations that address the identified needs of our residents. The Community Grants Program is one of the overall District community health benefit strategies that was established to support the essential contribution non-profit organizations make to the health ecosystem.

### **Our Approach**

The District seeks organizations that share our vision to support our residents in achieving their optimal health and wellness through education, prevention and access to basic health services. We view funding as a partnership. We acknowledge that each community has different strengths and challenges, and we work to tailor our support accordingly. The Community Grants Program is seeking innovative programs that:

- Improve the health of our residents as measured by desired outcomes
- Emphasize a preventive approach
- Address health disparities
- Leverage additional funding to support the program
- Collaborate with other agencies or local government

### **Guidelines & Eligibility**

1. Applying organizations must be a non-profit 501(c)(3) or public agencies serving residents of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and/or Foster City.
2. Grants are made in the range of \$10,000 – \$60,000.
3. Only one grant per applicant organization will be considered.
4. Organizations new to PHCD are eligible to apply for a one-year grant and will be required to make a mid-term and an end-of-term report.
5. Previous grant recipients may apply for a two-year grant and will be required to make mid-year, mid-term and a final report.
6. Grant funding is for direct program costs and indirect costs up to 12%.
7. Research projects, fundraising campaigns or events, or general operating support are not eligible from grant funding.

**Community Grants Program 2022- 2023 Priority Funding Areas**

- Mental Health – Prevention services and programs
- Preventive Health – Screenings
- Healthy Aging - Socialization connectivity

**2022-2023 Grant Cycle Timetable**

Letter of Intent posted	Thursday, August 18, 2022
Letter of Intent due	Thursday, September 8, 2022 by 5:00 pm
Grant proposal due	Thursday, October 27, 2022 by 5:00 pm
Grant Review Committee	Mid November
Recommendation to Board	Thursday, December 8, 2022

Revised 7/21/22



## Mission

The Parent Venture is a leading provider of inclusive, high-quality parent and community education on critical issues — mental health, substance use, digital media, social justice, and more — that impact the health, safety, and well-being of children and teens. The Parent Education Series is a program of The Parent Venture, a registered 501(c)(3) nonprofit organization

Since 2006, The Parent Education Series has reached over 100,000 parents, students, educators, mental health professionals, and community members in Silicon Valley and beyond. We empower parents and caregivers to develop positive parenting practices that promote student success and well-being.

## Resources

The Parent Venture: <https://www.parentventure.org/>

Video Library (YouTube): <http://www.seq.org/ParentEducationSeries>

The Parent Education Newsletter: <http://bit.ly/ParentEdNewsletter>

Facebook: <https://www.facebook.com/ParentEducationSeries>

Instagram: <https://www.instagram.com/parenteducationseries>

## Impact

- ❖ 80+ Parent Education Series events offered in 2021-22
- ❖ Over 18,000 registrants, 9,000+ in San Mateo County (2021-22)
- ❖ Over 67,000 video views (Video Library), including 43,000 in 2021-22
- ❖ Spanish interpretation available, Spanish language videos in Video Library
- ❖ Parent Education Series weekly e-newsletter with 14,700 distribution
- ❖ Serving 77% parents/caregivers, 10% educators, 2% students, 3-5% mental/health professionals, 6% community members
- ❖ Programs in 17+ school districts in San Mateo and Santa Clara counties
- ❖ National and international reach (46 states, 44 countries)

## Program Value

Overall value of The Parent Education Series:

Very valuable: 83%  
 Valuable: 16%  
 Somewhat valuable: 1%  
 Not valuable: 0%

SUMMARY: 100% of respondents rated The Parent Education Series as valuable (83% as very valuable).

Overall value of The Parent Education Series events?

Very valuable: 77%  
 Valuable: 18%  
 Somewhat valuable: 4%  
 Not valuable: <1%

SUMMARY: 99% of respondents rated The Parent Education Series events as valuable (77% as very valuable).

Did the event provide information that helped you parent your child/teen?

Yes: 98%  
 No: 2%

SUMMARY: 98% of attendees rated The Parent Education Series events as helping them parent their child/teen.

Note: Of the small percentage who responded "no," some events (e.g., Town Halls) did not provide parenting information.

Have you previously attended a Parent Education Series event?

Yes: 72%  
 No: 28%

SUMMARY: 72% of respondents had previously attended Parent Education Series events; 28% had not.

## Attendance

Our primary target populations are parents/caregivers, students, educators, mental health professionals, and community members.

Total Registrants: 18,240

Total San Mateo County Registrants: 9,511

Total Peninsula Health Care District Registrants: 2,712

Registrant Roles: 77% Parents, 10% Educators, 6% Community Members, 3-5% Mental Health Professionals

### 2021-2022 Total Registrants

2021-2022	Semester 1	Semester 2	Totals
Parent Ed Events (74)	7,791	10,036	17,827
Parent Forums			413
<b>Total</b>			<b>18,240</b>

### San Mateo County Registrants

2021-2022	Semester 1	Semester 2	Totals
San Mateo County			
Peninsula Health Care District	1,348	1,364	<b>2,712</b>
Sequoia Healthcare District	3,433	3,160	<b>6,593</b>
Outside HC Districts	94	112	<b>206</b>
<b>Total</b>			<b>9,511</b>

### Peninsula Health Care District Registrants

PHCD 2021-22	Semester 1	Semester 2	Total
Burlingame	181	244	425



Foster City	133	126	259
Hillsborough	42	54	96
Millbrae	75	81	156
Pacifica	12	30	42
San Bruno	62	66	128
San Mateo	761	763	1524
PHCD*	82	0	82
<b>Total</b>	<b>1348</b>	<b>1364</b>	<b>2,712</b>

\*PHCD registrants prior to switching to registration by city/town.

### Registrant Roles

Roles 2021-22	All	Parents	Students	Educators	Community Members	Mental Health Professionals	Other	All Roles Total
Total	18,111	15714	350	1,887	1,229	692	496	<b>20,368</b>
%		<b>77%</b>	<b>2%</b>	<b>10%</b>	<b>6%</b>	<b>3%</b>	<b>2%</b>	<b>100%</b>

### Video Library (YouTube)

2022 (Jan-June) Views: 31,459

2021 (Jan-Dec) Views: 20,763

2021-22 Views: 43,493

Lifetime (since 2017) Views: 68,919

### Attendance + Video Views

Total 2021-22 Registrants: 18,240

Total 2021-22 Video Views: 43,493

**Total Impact: 61,733**

## Conclusion

Given the accessibility of virtual programming, we expect to continue live, virtual events through Fall 2022. Families enjoy the convenience of live Zoom events, combined with our robust Video Library – now with over 68,000 video views.

We are proud to offer inclusive, high-quality education to an increasingly diverse audience of parents/caregivers, students, educators, mental health professionals, and community members!

Submitted by:

Charlene Margot, Co-Founder and CEO

[cmargot@parentventure.org](mailto:cmargot@parentventure.org)

Bev Hartman, Co-Founder and CCO

[bhartman@parentventure.org](mailto:bhartman@parentventure.org)

The Parent Venture

[www.parentventure.org](http://www.parentventure.org)



## **CONSULTING AGREEMENT**

THIS CONSULTING AGREEMENT (this “Agreement”), dated as of July 18, 2022 (the “Execution Date”), is by and between The Parent Venture (“TPV”) and Peninsula Health Care District (the “Principal” or “PHCD” and collectively with TPV, the “Parties”).

### **RECITALS**

WHEREAS, the Principal wishes to retain TPV and TPV wishes to be retained by the Principal to provide educational consulting services in support of Parent Education efforts undertaken by the Principal (collectively the “Services”).

### **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Principal retains TPV to perform the Services in accordance with the terms, conditions, and specifications set forth herein.
2. In performing the Services, TPV agrees to provide such time as the Principal may reasonably require to ensure that the Services are performed and completed in a prompt, efficient and professional manner.
3. In performing the Services, TPV agrees to adhere to any “best practices” or regulations and policies (the “Policies”) as set forth by PHCD and provided in writing to TPV. If TPV violates the Policies, the Principal can immediately terminate this Agreement.
4. It is agreed that Services provided by TPV will include, but are not limited to:
  - Inclusive, high-quality education programming open to parents/caregivers, students, educators, mental health professionals, and community members
  - Two (2) all-new (live virtual) parent and community education events (e.g., presentations, workshops, panel discussions)
  - Access to resources created by The Parent Venture (The Parent Education Series) including:

- + Parent and Community Education Events (virtual and/or in-person)
- + Parent Education Series - Newsletters (e.g., April 3, 2022 - <https://conta.cc/3qYVW6G>; February 27, 2022 - <https://conta.cc/35uqwNs>)
- + The Parent Education Series - Video Library ([YouTube](#) channel)
- + The Parent Education Series - Social Media ([Facebook](#) and [Instagram](#))
- + The Parent Venture Website - [www.parentventure.org](http://www.parentventure.org)
- Marketing/PR collateral materials (e.g., weekly blurbs, newsletters, Eventbrite webpages, social media posts, fliers) to promote parent and community education programming

5. This Agreement shall commence and become effective immediately and shall terminate on June 30, 2023. Notwithstanding the foregoing, either Party shall have the right to terminate this Agreement: (a) For any reason, at any time, upon not less than thirty (30) days prior written notice to the other; or (b) At any time, in the event that the other Party breaches any term or condition of this Agreement.

6. As compensation for providing and completing the Services, the Principal shall pay TPV \$30,000.00 total in three equal payments. The first payment shall be \$10,000.00 and is due on September 15, 2022. The second payment shall be \$10,000.00 and is due on January 15, 2023. The third payment shall be \$10,000.00 and is due on April 15, 2023. TPV shall submit invoices to PHCD for its Parent Education services.

7. Each Party acknowledges that in the course of performing the Services, it may acquire Confidential Information (defined below) of the other Party. Each Party covenants and agrees that it will, during and after the term of this Agreement, not disclose any Confidential Information, by publication or otherwise, unless consented to in writing by the Disclosing Party.

8. This Agreement sets forth the entire Agreement between the parties hereto in connection with the subject matter hereof, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. No alteration, amendment or qualification of this Agreement shall be valid unless it is in writing and is executed by both of the parties hereto. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will be deemed to be one and the same agreement.

9. TPV shall not assign this Agreement or any interest herein or subcontract the performance of any Services without the prior written consent of the Principal. The Principal shall not assign this Agreement or any interest herein without the consent of TPV. This Agreement shall inure to the benefit of and be binding on the heirs, executors, administrators, successors and permitted assigns of the parties hereto.

10. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

*(Remainder of page intentionally left blank)*

IN WITNESS WHEREOF, The Parent Venture and Peninsula Health Care District have caused this Consulting Agreement to be executed with intent to be bound as of the Execution Date.

**PENINSULA HEALTH CARE DISTRICT**

By: \_\_\_\_\_

Name: Cheryl A. Fama

Title: Chief Executive Officer

Date: \_\_\_\_\_

**The Parent Venture**

By: \_\_\_\_\_

Name: Charlene Margot

Title: Co-Founder and CEO

Date: \_\_\_\_\_



## Executive Staff

July 7, 2022

Lindsay Raike  
*President and CEO*

SENT VIA CERTIFIED U.S. MAIL

Michael Schrader  
*Vice President*

Mr. James Conforti, Interim President and CEO  
Sutter Health  
2200 River Plaza Drive  
Sacramento, CA 95833

Brian Zywiciel  
*Chief Financial Officer*

Dear Mr. Conforti:

Jane Stahl  
*Secretary*

We are requesting that Sutter Health reopen the Mack E. Mickelson Arthritis and Rehabilitation Center therapy pool in San Mateo—a facility that is vital to the health of many people in our community. By closing the only warm water rehabilitation pool in the Peninsula area, Sutter Health has added to the pain and suffering of its patients and placed people's lives in jeopardy.

## Board of Directors

Romy Bauer

Keeping the therapy pool open is supported not only by numerous editorials and articles in local newspapers but also by civic leaders, city and county governments, and various organizations. These include:

Pam Heman

Steven B. Stahl

Astrid Varteressian

San Mateo County Board of Supervisors\*  
Belmont City Council\*\*  
Burlingame City Council\*  
Foster City City Council\*  
Half Moon Bay City Council\*\*  
Millbrae City Council\*  
San Carlos City Council\*\*  
San Mateo City Council\*  
Sequoia Healthcare District Board of Directors\*  
Peninsula Health Care District Board of Directors  
San Mateo County Central Labor Council\*\*  
San Mateo Lions Club  
Assemblymember Kevin Mullin  
State Senator Josh Becker  
Belmont Vice Mayor Charles Stone  
Half Moon Bay Mayor Robert Brownstone  
Hillsborough Mayor Alvin Royse  
City of San Mateo Senior Citizens Commissioner Ellen Wang  
San Mateo County Central Labor Council Executive Director Julie Lind Rupp  
Sequoia Healthcare District Director Kimberly Griffin  
Pomeroy Recreation & Rehabilitation Center CEO David Dubinsky  
Joseph W. Cotchett, Esq.

Warm Water Wellness Inc is a  
501(c)(3) non-profit organization  
that promotes aquatic therapy  
resources for seniors and  
disabled individuals of all ages.  
Tax ID 87-4048687

\*Organizations that have passed formal resolutions in support of reopening the Mickelson therapy pool

\*\*Organizations with resolutions on upcoming agendas

Mr. James Conforti

July 7, 2022

Page two

You can read more about the public outcry over the closure of the Mickelson therapy pool in some 30 newspaper items about the situation, view our petition signed by nearly 5000 supporters, and read many compelling stories from former users at [warmwaterwellness.org](http://warmwaterwellness.org).

Although we have tried repeatedly to meet with Sutter Health Mills-Peninsula Medical Center CEO Janet Wagner to present practical ideas for reopening the Mickelson pool, she has been unwilling. She also declined two offers from the Peninsula Health Care District (PHCD), a local publicly elected body that addresses community health needs, to finance any necessary remodeling and repairs and procure a contractor to manage the facility allowing for an expeditious reopening.

Built in the early 1990s, the Mickelson pool was financed entirely by community donations before being acquired along with the rest of the Mills-Peninsula health center campuses by Sutter Health. There is no equivalent facility on the Peninsula able to appropriately serve seniors, rehab patients, pregnant women, children with special needs, and disabled adults. By closing the pool and refusing to work with interested parties, Sutter Health is not “serving the community” but actually hurting it.

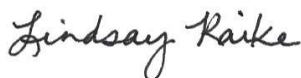
Sutter’s declaration of permanent closure of the Mickelson therapy pool in June 2021 was misguided. Sutter’s refusal to meet about the pool or reverse its decision is unconscionable and will be met with even greater opposition as our movement continues to gather more government and popular support.

The importance of the Mickelson therapy pool to the community cannot be overstated. Hundreds of former Mickelson therapy pool users are now bedridden or suffering other declines of physical or mental health—a direct result of over two years of lack of access to this facility. This suffering has gone on long enough. We are not going away, and we are resolved to fight for the pain relief of the most vulnerable members of our community.

Sutter’s reputation and integrity are at stake. Please reverse this decision and reopen the Mickelson therapy pool for the well-being of the people who built it, have long depended upon it, and all those who will depend upon it in the future.

When can we meet? We are available at your convenience. We look forward to hearing from you soon and to resolving this issue. Thank you for your time and attention.

Sincerely,



Lindsay Raike, CEO  
Warm Water Wellness Inc  
(650) 400-8975

cc: Sutter Health Board of Directors

Grace Davis, Vice President and Chief Public Affairs Officer/Chief of Staff, Sutter Health

Janet Wagner, CEO, Sutter Health Mills-Peninsula Medical Center

Hon. Kevin Mullin, Assemblymember

Hon. Josh Becker, Senator

Hon. David Canepa, former President of the San Mateo County Board of Supervisors

Hon. Carole Groom, San Mateo County Board of Supervisors

Peninsula Health Care District Board of Directors

Joseph W. Cotchett, Esq.



RECEIVED

JUL 11 2022

BY: 

Ginnie K. Plato  
500 La Casa Avenue  
San Mateo, CA 94403  
(650) 346-4466

89

BY: \_\_\_\_\_

JUL 11 2022

RECEIVED

To: Members of the Peninsula Health Care District Board,  
for inclusion in minutes from 6/23 (or next meeting of the Board)

c/o District Office  
1819 Trousdale Drive  
Burlingame, CA 94010

I had noticed while I was speaking during the Public Comments segment of your 6/23 meeting that the recording started about 1/3 of the way through my comment. It occurred to me later that I should have requested to begin from the start, so that my comments would be on record.

In lieu of that, I am sending here a transcript of my public comment from that evening. Please include it in either the minutes from 6/23, or preferably as correspondence attached to your next month's meeting.

I, and many others I am sure, would appreciate an agenda item next month—or “soon”—to give us an update on the progress of the issue of Sutter potentially accepting your generous and appropriate offer to reopen the Mickelson therapy pool.

With thanks,  
Ginnie K. Plato 

\_\_\_\_\_ text of Public Comment offered 6/23 to PHCD follows.

Members of the Board:

As an interested observer and member of the public, I was thrilled to hear, during your last meeting, SutterCEO Wagner's seemingly more “open” response to your generous offer to help finance a reopening and arrange management for the Mickelson therapy pool. This has always seemed like the best, most timely option, similar to the way you so helpfully handled the sudden closure and then the reassignment and reopening of the Fitness Center adjacent to the Peninsula Health Center campus in Burlingame.

How exciting this would be!

I truly, dearly hope that you have been moving forward on this plan; the number of people in the community that would benefit from having that facility reopened exceeds any calculation, and would present a humane solution to the unconscionably inhumane decision by Sutter to close it.

Thank you.





CITY OF SAN MATEO  
OFFICE OF THE CITY MANAGER

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)  
(650) 522-7000

July 19, 2022

Mr. James Conforti  
Interim President and Chief Executive Officer  
Sutter Health  
2200 River Plaza Drive  
Sacramento, CA 95833

Dear Mr. Conforti:

I am writing on behalf of the San Mateo City Council to share with you the resolution they adopted recently in support of the reopening of the Mack E. Mickelson Arthritis and Rehabilitation Center Therapy Pool for community use. This wheelchair-accessible, warm water pool is the only fully accessible facility on the Peninsula.

Our City Councilmembers have heard from many of their constituents about the benefits of this pool, which serves as a critical resource for chronic pain management and rehabilitation for seniors, disabled individuals, patients recovering from surgeries, children with special needs, and pregnant women. Lack of access to the pool since it was closed in March 2020 due to the pandemic has led former pool users to suffer from diminished physical, emotional, and mental health.

The Mack E. Mickelson Arthritis and Rehabilitation Center therapeutic pool was entirely financed by \$4 million in community donations over 25 years ago, which equates to over \$7 million in today's dollars. Reopening the pool has widespread community support. In addition to the resolution of support adopted by the San Mateo City Council, similar resolutions have been passed by the County of San Mateo, the San Mateo County Central Labor Council, the cities of Burlingame, Millbrae, and Foster City, and the Sequoia Healthcare District. In addition, State Senator Josh Becker, Assemblymember Kevin Mullin, various San Mateo County Commissions, and local physicians have also sent letters encouraging Sutter Health to reverse its decision to permanently close this critical facility.

The Peninsula Health Care District has offered to pay for any necessary upgrades and operating costs to reopen the Mickelson pool until a new therapy pool becomes available; however, that offer has been declined. On behalf of the San Mateo City Council, I urge you to reverse this decision and reopen the pool as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "Drew Corbett".

Drew Corbett  
City Manager, City of San Mateo

cc: Sutter Health Corporate Board of Directors  
Janet Wagner, CEO of Sutter Health Mills-Peninsula Medical Center  
Lindsay Raike, CEO of Warm Water Wellness  
Joseph W. Cotchett, Esq.  
Stephanie Arevalo, Peninsula Healthcare District  
San Mateo City Council

**CITY OF SAN MATEO  
RESOLUTION NO. 49 (2022)**

**RESOLUTION IN SUPPORT OF REOPENING THE MACK E. MICKELSON ARTHRITIS AND REHABILITATION CENTER  
THERAPY POOL FOR COMMUNITY USE AT THE MILLS HEALTH CENTER IN SAN MATEO**

WHEREAS, the Mack E Mickelson Arthritis and Rehabilitation Center Therapy Pool is an Americans with Disabilities Act accessible warm water therapy pool operated by Sutter Health and located at the Mills Health Center in San Mateo, California ; and

WHEREAS, the Mickelson Therapy Pool was constructed over 25 years ago using charitable contributions from residents of San Mateo County to serve as the centerpiece of an arthritis and rehabilitation center by Mills Peninsula; and

WHEREAS, for the past 25 years the Mickelson Therapy Pool has been used by thousands of children and adults of San Mateo County who suffer from a broad range of health issues, including permanent disabilities, debilitating injuries, autoimmune disorders and as well as those requiring rehabilitation from surgeries, strokes and other mobility impairments, such as arthritis; and

WHEREAS, the Mickelson Therapy Pool is the only pool of its kind in San Mateo County, providing full access for the disabled and maintaining a water temperature that can adequately support the needs of those suffering from acute and chronic pain; and

WHEREAS, the City of San Mateo has been designated an Age Friendly City by AARP and the World Health Organization and strives to provide the resources and services necessary to allow older adults to remain vibrant and independent in the community; and

WHEREAS, in spite of the critical need for the facility, Sutter Health announced in June 2021 that it was permanently closing the Mickelson Therapy Pool to independent use, removing a valuable healthcare facility for people needing this resource; and

WHEREAS, the community has shared with Sutter Health its overwhelming support to re-open the Mickelson Therapy Pool and restore the services this facility provides to those suffering from a broad range of health issues.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES to call upon Sutter Health to promptly reopen the Mack E. Mickelson Arthritis and Rehabilitation Center Therapy Pool for those community members who have historically relied upon and benefited from the warm water therapy it provided so that they may continue to live healthy, vibrant and independent lives.

RESOLUTION NO. 49 (2022) adopted by the City Council of the City of San Mateo, California, at a regular meeting held on April 18, 2022, by the following vote of the City Council:

*Resolution No. 49 (2022)*

*Support of Reopening the Mack E. Mickelson Arthritis and Rehabilitation Center Therapy Pool*

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AYES: Council Members Bonilla, Papan, Goethals, Lee and Rodriguez

NOES: None

ABSENT: None

ATTEST:

Patrice M. Olds, City Clerk



Rick Bonilla, Mayor