



**BOARD OF DIRECTORS  
MEETING MINUTES**

**Tuesday, November 15, 2022**

Per Resolution 2022-15, this meeting was held via Zoom teleconference

<u>Directors Present</u>	<u>Directors Absent</u>	<u>Also Present</u>
Chair Cappel Vice Chair Galligan Secretary Pagliaro Director Zell Director Navarro		Counsel Mark Hudak <b>Presenters:</b> Susann Reed, PHCD Consultant Leila Huenergardt, KBM Hogue/Account Executive Megan Ewers, KBM Hogue/Jr. Account Manager Melita Macchi, KBM Hogue/Sr. Designer Jill Kinney, Founder and CEO of Active Wellness & Activate Programs Prakash Pinto, Pinto & Partners

**1. CALL TO ORDER & ROLL CALL:** Chair Cappel called the meeting to order at 10:02 AM. Roll call attendance was taken. A quorum was present.

**2. PUBLIC COMMENT/NON-AGENDA ITEMS:** No Public comment.

**3. OLD BUSINESS: ACTION**

[Director Pagliaro joined at 10:06am]

**a. allcove Clinical Partner Selection Process & Recommendation:**  
 Eddie Flores, Director of Youth Behavioral Health Programs and Susann Reed, Consultant

**Mr. Flores** introduced consultant **Susann Reed**, who has supported the Request for Proposal (RFP) for service provider process for the allcove™ San Mateo youth drop-in center. Suzie introduced herself and her professional background working for the County’s Behavioral Health and Recovery Services for over 15 years as their Contract Manager where she managed a team of six and oversaw over 500 county contracts, many being with community-based organizations. She then reviewed the details of the rigorous RFP process that PHCD carried out that resulted in the recommendation being presented before the Board for consideration and approval.

On August 11, a Proposers Informational Conference was held and was co-presented by the Stanford Central allcove™ team. There were 30 different participants in attendance. The engagement was evident as > 80 questions were asked and submitted as part of the entire process to which thorough answers were provided to those interested in applying and posted on the PHCD

website. Two application packets were submitted upon the deadline submission on September 15th; one from Caminar and one from One Life Counseling.

**Ms. Reed** provided key elements of the relationship that will exist between PHCD and the service provider being recommended to the Board. The service provider will report to PHCD's allcove™ Center Manager. PHCD will have ultimate authority and responsibility for the allcove™ fidelity model integrity and decision making and will:

- Ensure service standards, quality, and model integrity
- Evaluate data and make reports to Board, grant
- Oversee mental health quality and delivery

An Evaluation/Selection Committee was established with various stakeholders who have experience in the various services required in the RFP and others who provided a needed perspective in evaluating the proposals. The Evaluation Committee looked at:

- Method and Approach
- Philosophy & Service Model
- Staffing, Training, Customer Service
- Service Quality and Evaluation
- Budget

The Caminar proposal was more comprehensive and included other providers who are experts in their fields of service to be provided i.e., Star Vista and Edgewood. Caminar is intending to be the coordinating agency and have these agencies be its subcontractors. The second application was from One Life Counseling. Its proposal focused on behavioral health as a subgrantee and not a coordinating agency.

**Committee Analysis and Recommendations:**

- Found both proposals demonstrated an alignment with the allcove™ model
- Recommended Caminar consider including One Life Counseling as one of its service providers focusing on behavioral health.
- Asked that Caminar and One Life Counseling discuss if this was an option that they would consider in partnering to be part of the collaborative. Upon the committee's recommendation, both agencies agreed to work together and submitted a revised proposal application to include One Life Counseling
- Recommend the revised Caminar proposal to the Board for approval.

**Mr. Flores** clarified Board approval will give staff authorization to move forward and negotiate the service details in a service provider agreement. It is anticipated that contract negotiations will start and be reviewed by legal counsel and ready to bring to the PHCD Board for approval at its January 2023 Board meeting.

**Vice Chair Galligan** commended the team on the presentation and the hard work it took bringing it all together.

**Chair Cappel** asked why they think they only received two proposals? **Ms. Reed** responded it may be because the allcove™ program requires providers to conform to the established allcove™ model.

There being no further questions or comments, there was a motion on the floor made by **Director Zell** to move forward with the approval of the selection/evaluation committee's recommendation to accept the proposal application from Caminar and to move forward to the next stage of contract negotiations.

**Motion to approve allcove™ Clinical Partner Recommendation, Caminar and proceed with contract negotiations.**

**Motion: By Director Zell; Seconded By Vice Chair Galligan**

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

**Noes - 0**

**Abstain - Navarro**

**Motion Passed: - 4/0/1**

**b. allcove Furniture Vendor Proposal:** Eddie Flores, Director of Youth Behavioral Health Programs, Leila Huenergardt, KBM Hogue/Account Executive, Megan Ewers, KBM Hogue/Jr. Account Manager and Melita Macchi, KBM Hogue/Sr. Designer

**1) Approval requested:** Approving selected furniture vendor as the lowest received bid and authorizing staff to move forward with approval of lowest bid received from vendor.

**Mr. Flores** introduced the representatives from KBM Hogue, the proposed furniture vendor. **Leila Huenergardt** from KBM shared the experience of her team and the work they have done with PHCD's Youth Advisory Group in selecting furniture, fabrics, and finishes.

**Jackie Almes**, PHCD's YAG Coordinator introduced the "Moment of Pause" planned at the entrance of the Center. It will be the first thing one sees when walking in and is designed to capture a member's moment of vulnerability when they first walk into the Center.

**Director Zell** asked if selecting the vendor went through the competitive bidding process. **Mr. Flores** responded that we solicited and received three different quotes and bids from three different vendors. **Legal Counsel Hudak** confirmed that in this scenario an RFP process is not required for furniture; however, obtaining at least three competitive bids is and it was done by staff. KBM Hogue was the lowest price bid received.

**Director Pagliaro** noted furniture for 25 workstations and asked if those were cubicle partitions and why do we need 25 stations. **Ms. Huenergardt** answered what is proposed is a benching system with privacy panels. **Mr. Flores** responded that the number of work stations is based on the Palo Alto allcove Center and recommended staff FTE numbers.

**Director Pagliaro** stated he did not see the need for 25 workstations and expected a detailed breakdown for all pieces of furniture with the cost for each; therefore, he was not in favor of the proposal as a general concept.

**Director Zell** said the information presented was adequate as they are a policy setting Board and did not want to micromanage projects.

**Vice Chair Galligan** pointed out the number of counselors, a Psychiatrist, Medical Director, Physician's assistant, and PHCD staff, the 25 stations will be needed.

**Chair Cappel** asked if the furniture had to be ordered now and if it could not wait until the December 8<sup>th</sup> meeting. He also would like to get a better picture of the layout.

**Mr. Flores** answered that they have prepared a 40-slide presentation in which much more detail is given and that he would be happy to share a look book presentation, should the Board want to request it, but for purposes of time it was not presented. However, a tentative floorplan had been shared with board members prior to the board meeting.

**Chair Cappel** asked if there were any other questions and in lieu of time, asked if there were any additional slides left, and proceeded to say that the time for this portion of the agenda item was reached and to proceed to call the question.

**A motion was made to move forward with the selection of the KBM Hogue as the furniture vendor and authorization to place order.**

**Motion to approve allcove™ Furniture Vendor Proposal, KBM Hogue and authorize staff to place order.**

**Motion: By Director Zell; Seconded By Chair Galligan**

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

**Noes - Pagliaro**

**Abstain - 0**

**Motion Passed: - 4/1/0**

#### **4. NEW BUSINESS:**

- a. ACTIVE WELLNESS & ACTIVATE PROGRAMS** Jill Kinney, Founder and CEO,  
a company and program under consideration for PWC HUB

**Chair Cappel** introduced Ms. Kinney noting that she has presented to the Strategic Direction Oversight Committee, but never to the full Board and therefore her invitation to present.

Highlights from **Ms. Kinney's** presentation.:

- Started in 2014, now over 58 fitness centers around the county, currently over 420 employees, and annual revenue \$40 million.
- Active Wellness provides several different relationship models for different types of clients such as corporations, multi-tenant commercial real estate holders, commercial fitness centers, and medical fitness centers.
- Typically they work with the developer on feasibility, planning, design, development and management services such as staffing.
- Active Wellness is considered the best in each market known for providing a welcoming ambiance for the entire family.
- Their "Activate your Healthy Life Rx" program makes Active Wellness unique and innovative. This program was launched in 2016. Physicians refer patients for individualized programs designed to address such things as diet, exercise, and sleep in conjunction with an existing chronic condition or the risk of having one. The model is designed to track patient/member progress and share progress with physician via an electronic health record.

**Q& A:**

What is the typical membership fee? \$100 a month at the larger facilities. The Activate Program participants are typically covered through reimbursement and value-based care.

How would the Active Wellness fit in the PWC? Based on current discussion with the PWC team, there would be a fitness gym, therapy pool, and the Activate program to serve all the tenants at PWC as well as the community at large.

What would be the max capacity for off site visitors? For a facility in the 10,000 sq. ft. range, projection is 500 public members at peak capacity.

**Chair Cappel** noted the meeting time constraint and asked Ms. Kinney to return in order to delve more deeply into the program, and thanked her for her presentation.

**b. PWC CONCEPT DESIGN ASSESSMENT PROPOSAL: Prakash Pinto, Pinto & Partners**

**Chair Cappel** introduced Prakash Pinto, the architect that worked with PHCD to develop its vision for the PWC and who is now invited back to review the current concept plan as it conforms to that vision.

**Prakash Pinto** reported that he examined the current PWC Concept Plan's noting the changes required due to the AbilityPath and BSD Administrative offices remaining in place. The Sutter helicopter flightpath also had a significant impact on the project. He asked the Board for their feedback about any concerns, issues, or items they want him to specifically look into. He asked if there were any questions at the time.

**Chair Cappel** encouraged the board to write down any questions they may have for **Prakash Pinto** and pass them over to **CEO Fama**. He would like to find time to address any questions that they may have at a future meeting. He thanked **Prakash Pinto** for attending and was looking forward to further future dialogue.

**Counsel Hudak** asked for clarification on if **CEO Fama** was directed to accept option number two.

**Chair Cappel** answered yes and asked if there were any further questions.

**5. Adjourn: Chair Cappel adjourned the meeting at 11:08 AM.**

Written by: Voula Theodoropoulos

Approved by: \_\_\_\_\_

Lawrence W. Cappel, Board Chair