



BOARD OF DIRECTORS MEETING MINUTES 6:30 pm Thursday, October 26, 2023 1819 Trousdale Dr. Burlingame, Ca 94010 (Classroom)		
<u>Directors Present</u> Chairman Cappel Vice-Chairman Pagliaro Secretary Zell Director Navarro Director Sanchez	<u>Directors Absent</u>	<u>Also, Present</u> Legal Counsel Mark Hudak, Alexis Denton, Maria Mortati, Resilient Environment, LLC

1. **Call to Order and Roll Call:** Chairman Cappel called the meeting to order at 6:31 p.m. Roll call attendance was taken. A quorum was present.
2. **Public Comment on Non-Agenda Items:** No Public comments were offered
3. **Report Out From Closed Session:** 10/26/2023

Chairman Alexis Denton and Maria Mortati, Resilient Environment, LLC Cappel stated that the Board held discussions reviewing the PWC development during the closed session meeting on 10/26/2023.

- 4. Consent Calendar:**
- a. Board Meeting Minutes – September 28, 2023
 - b. Community Health Investment Committee Minutes- August 7, 2023
 - c. Checking Account Transactions - September 2023
 - d. Treasurer's Report – September 2023
 - e. Q1 FY 2023-2024 Investment Report
 - f. Q1 FY 2023-2024 Unaudited Financials
 - g. SonrisasQ1 FY 2023-2024 Report
 - h. Approval of Resolution 2023-07 Authorizing Two-Year Grants

Motion to Approve the Consent Calendar as Presented
Motion: By Vice-Chairman Pagliaro; Seconded By Director Sanchez
Vote: Ayes – Cappel, Pagliaro, Zell, Navarro, Sanchez
Noes: 0
Abstain: 0
Motion Passed: 5/0/0

5. **New Business:**
 - a. **Board of Directors Proposed Meeting Calendar for 2024:**

Chair Cappel shared his thoughts on the proposed meeting calendar for 2024 and highlighted some of the advantages and possible drawbacks. The proposed calendar modifies the monthly board meeting schedule to bi-monthly meetings but still allows flexibility for special meetings when necessary. He

emphasized the significance of the Board meetings but also acknowledged the importance of finding a balance between meetings and managing time effectively.

Counsel Hudak shared his insights into the operations of the Sequoia Healthcare District, pointing out that they operate on a bi-monthly meeting calendar. He also mentioned that the PHCD heavily relies on committee work, which can help reduce the time at a regular board meeting. In line with Chair Cappel's thoughts, Counsel Hudak agreed that adopting a bi-monthly meeting schedule could be feasible for the District but stressed the importance of finding the right balance. Given the unique scope of work at the PHCD, striking that balance would be crucial in order to maintain the effectiveness of both the meetings and the committee work.

Vice Chairman Pagliaro voiced his disagreement with implementing bi-monthly meetings. He emphasized the significance of maintaining the current schedule as an integral part of the Board's administrative responsibilities within the District. He believed that the existing frequency of meetings was crucial for effectively fulfilling their duties.

Director Zell expressed his openness to the idea of bi-monthly meetings. However, he proposed implementing them on a trial basis to assess their feasibility, acknowledging that the unique scope of work carried out at the PHCD could present some challenges.

Director Sanchez said that he was against having bi-monthly meetings, explaining that he felt the time between meetings would be too long. He also emphasized the importance of monthly meetings, considering the diverse range of initiatives at the PHCD and the upcoming opening of the allcove™ San Mateo center.

Director Navarro shared that he did not hold a firm stance on the matter. He suggested that if a decision were to be made regarding bi-monthly meetings, it should be approached on a trial basis. This way, the effectiveness of such meetings for the District could be assessed and evaluated.

Chairman Cappel proposed maintaining the current monthly meeting schedule until June 2024. The question of transitioning to bi-monthly Board meetings would be brought to a vote at that time.

CEO Pulido stated that the calendar would need to be approved by December.

Vice Chairman Pagliaro clarified **Chairman Cappel's** proposal regarding the calendar. It will remain unchanged and up for approval in December. The decision to transition to bi-monthly meetings would be put to a vote in June 2024.

Counsel Hudak asked **CEO Pulido** to draft the 2024 calendar with no changes for its approval in December.

Motion to Approve the continuation of the current Board of Directors Meeting Calendar for 2024 with no changes. A vote on transitioning to bi-monthly meetings will be revisited in June 2024.

Motion: By Vice-Chairman Pagliaro; Seconded By Director Sanchez

Vote: Ayes – Cappel, Pagliaro, Zell, Navarro, Sanchez

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

6. Old Business:

a. PWC Hub Update: Alexis Denton and Maria Mortati, Resilient Environment, LLC

Alexis Denton and Maria Mortati presented on the progress of the PWC Hub development.
[PWC presentation attached and made part minutes]

b. allcove™ Outreach Plan: Eddie Flores, PHCD Youth Behavioral Health Programs Director (YBHPD), and Jackie Almes, PHCD Youth Outreach Specialist (YOS)

Presentation Highlights

Pre-opening Outreach to Date

- Outreach to community groups, organizations, schools, colleges, athletic groups, after-school groups, and other civic and community youth-serving and focused organizations
- Attended community events, school volunteer fairs, and resource fairs
- Attended committee and alliance group meetings
- Social media and website promotion
- Presentations to schools and organizations
- Collaboration with other CBO's
- Tours of the future allcove™ facility
- Held Community Consortium meetings

Pre-Opening Outreach Plan

- Presentations at local School District Board meetings and City Council meetings.
- Outreach to local shops and businesses on 25th avenue and Hillsdale Mall, asking to display information about allcove™ San Mateo a week prior to opening
- Presentations to organizations and collaboratives
- Tours of allcove™ with organizations, school wellness counselors, parents, caregivers, and youth
- Press Conference for the soft opening, press release, etc..
- Holding community tours/open house at allcove™ the first week of December for community members, youth, organizations, etc..

Post-Opening Outreach Plan

- Creation of a formalized program with community colleges, universities, and high school as part of their health-required graduation curriculum.
- Evaluate data from demographics at allcove™ and outreach to communities not currently being served at allcove™.
- Solidify referral pathways from other organizations, non-profits, and schools.
- Conduct tours of allcove™ with schools, youth, CBO's, political officials, etc..
- Hold a press conference at a nearby high school
- Presenting at schools and school fairs
- Health fairs, health symposiums, and direct tabling outreach with student groups and student

organizations embedded in schools

Q & A with YBHPD Flores and YOS Almes

Has the allcove™ center made use of the resources offered by the San Mateo County Office of Education?

YBHPD Flores answered that he is part of the steering committee comprised of the San Mateo County Office of Education, along with various non-profit organizations and the San Mateo County Behavioral Health Department. He went on to explain that as part of their strategic plan, the committee introduced three specialized study groups focusing on elementary school, middle school, and a combined high school and transitional age youth group. These study groups have been designed to gather valuable feedback. All the feedback collected will be shared with the Youth Advisory Group, where they will collectively determine areas of strength and identify potential opportunities for improvement. The committee aims to publicly present a formal report by spring 2024 outlining the recommendations gathered from these study groups.

Is the allcove™ center planning to enlist the services of a medical billing professional to handle the billing process for the healthcare services provided?

During the initial six months of the center's opening, discussions will take place with the Health Plan of San Mateo to explore various options regarding the billing process. This will involve considering whether to hire an in-house billing professional or to outsource the billing services. The decisions regarding the billing process for the allcove™ center will be carefully aligned with the legal requirements and permissions of the healthcare district.

7. Reports:

a. Board Standing Committees:

CEO Pulido introduced the new Strategic Initiatives Director, Fatima Rodriguez.

SID Rodriguez introduced herself to the Board, expressing her enthusiasm for joining PHCD and making a positive impact on the lives of its residents.

Community Health Investment - October 11, 2023

Director Navarro shared that the committee has completed their review of the organizations that will be invited to submit a letter of intent. The selected organizations have been notified.

Strategic Direction Oversight - Next Meeting November 1, 2023

Chairman Cappel stated that there was no Strategic Direction Oversight Committee meeting in October. The next meeting will be held on November 1, 2023.

Finance - Next Meeting November 14, 2023

Director Zell stated that the next Finance Committee meeting will be held on November 14, 2023.

b. Board Chair and Director Reports

Chairman Cappel stated that there was no Board Chair report.

Director Zell stated that representatives from Warm Water Wellness were currently joining the Board meeting remotely. They were following up on the Board's involvement in facilitating the previously discussed ad hoc group. Their goal is to ensure that the reopening of the Mickelson pool aligns with the needs of the community. Director Zell asked both Chair Cappel and CEO Pulido to reach out to Mills-Peninsula Medical Center CEO Darian Harris to establish the ad hoc group.

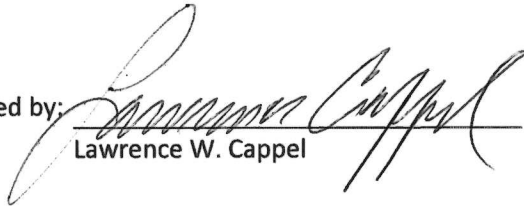
8. Correspondence and Media:

- a. 10/2 Thank You Letter from San Mateo County Health Foundation
- b. 10/13 Thank You Letter from Mission Hospice & Home Care

9. Adjourn: 8:20 pm

Written by: Voula Theodoropoulos

Approved by:


Lawrence W. Cappel