

**BOARD OF DIRECTORS
MEETING MINUTES
WEDNESDAY, May 26, 2022
Per Resolution 2022-05, this meeting was held via Zoom teleconference**

Directors Present

Chair Cappel
Vice -Chair Galligan
Director Pagliaro
Director Navarro
Director Zell

Directors Absent

Also Present

PHCD staff
Presenters:
Janet Wagner, MPHS CEO
Anthony Pacheco, MPHS CFO
Wayde Bader, Sutter Health

1. CALL TO ORDER & ROLL CALL

Chair Cappel called the meeting to order at 6:35 PM. Roll call attendance was taken. A quorum was present.

2. PUBLIC COMMENT/NON-AGENDA ITEMS

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

Lindsay Raike- President and CEO Warm Water Wellness commented on the continued fight to re-open the therapy pool at the Mills San Mateo Campus- Ms. Raike announced the Warm Water wellness website was recently launched and will share with district board and staff. Lastly, Ms. Raike asked how public input would be offered throughout the Peninsula Wellness Community development process.

Dr. Christen Vogal-Campbell Director of Special services and Education, San Bruno Park School District expressed her gratitude on behalf of the San Bruno School District for all that has been accomplished thanks to successful collaboration between PHCD's staff, Ann and Cheryl, and her district's Wellness Coordinator, Marie Lukehart. **Dr. Vogal-Campbell** highlighted examples of that success: multiple dental screening events for children in partnership with Sonrisas Dental Health, vaccination clinics at Belle Air Elementary, and the school district's Annual Wellness Fair held at the San Bruno Library and attended by 175 community members.

3. CONSENT CALENDAR

Director Pagliaro asked CFO Yee for clarification on a few checking account transactions that include

- Armanino: accounting software
- Parent Venture: Parent education series
- NuStep LLC: Fitness Center equipment replacement

Director Pagliaro thanked CFO Yes and had no further questions.

Motion to Accept Consent Calendar:

By: Pagliaro Seconded by: Zell

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

Noes - 0

Abstain - 0

Motion Passed: 5/0/0

4. JANET WAGNER MPHS, CEO QUARTERLY REPORT

Ms. Wagner reported on the following matters to the board.

- JCAHO conducted an accreditation survey during the recent nursing strike and MPMC achieved full accreditation.
- Amanda Martin was hired to head the Foundation.
- The announcement on the new Sutter System CEO will be announced in the next 6-8 weeks. Previous CEO, Sarah Krevans, retired Dec 2021.
- Traveling nurse costs have significantly decreased.
- In-patient COVID census running 9-11 patients daily.

Director Zell: Any plans to sell San Mateo campus? Any possibility of re-opening the therapy pool?

Ms. Wagner responded: No plans to sell the San Mateo Campus. It is doing well providing a variety of core services that include an outpatient Orthopedics department and Adult & Adolescent outpatient and inpatient psychiatry departments. There are no plans to re-open therapy pool.

There were no further questions.

5. REPORT OUT ON CLOSED SESSION 5/13/22 & 5/26/22

Chair Cappel: Negotiations with the Developers regarding the Peninsula Wellness Community continue.

6. OLD BUSINESS

6a. Sutter/MPMC's Solar Project Proposal Relative to Master Lease Agreement

Wayne Brader Sutter Health and Anthony Pacheco, MPHS CFO

Mr. Brader acknowledged there were Board questions at the previous board meeting to which he provided a written response. [Board meeting materials, Page 19] He reiterated the proposed solar project on the MPHS building is a significant opportunity to reduce emissions and reduce costs by producing 25% of the electricity on site.

Director questions and Mr. Brader's responses

Director Pagliaro:

- Will panels be installed on the parking garage? *Yes*
- What is the total square footage of the project? *75,000 square feet*
- Will the plans be submitted to the Burlingame City Council and Planning Commission? *Yes*

Director Galligan: Concerned for neighbors about panels disrupting views and the glare . *Glare cannot be eliminated but the glass is glare-reducing with title 24 LED light fixtures that meet Code. Lights underneath the panels will reduce brightness of current lighting, increase safety, and have sensors that turn lights on and off depending on the ambient light. Sutter has done solar panel installations at many other campuses and hospitals with no complaints about glare.*

Mr. Brader introduced Matt Brausch from Ameresco, the vendor assisting on the Solar project who reported they are working with an FAA consultant to determine any impact to the helipad and would ask to expand the analysis to include neighboring properties and buildings in the analysis reports.

No Action taken; to be discussed at the next regular board meeting.

6.B. Status of San Mateo allcove Center Tenant Improvement Project : Eddie Flores, YBHD

- Full build out of leased space was approved at the last board meeting
- RCG architects provided a preliminary cost estimate based on that approved space plan of \$250k-\$350k:
- Staff was seeking approval to engage architect to prepare construction level documents to be used city permitting and PHCD's competitive bidding process.

Chair Cappel: What are next steps and time frame? **Robert Gouyer, RCG Architects** responded: *The next steps include construction documents to be sent to both the mechanical and electrical engineers who should have drawings in about a month's timeframe.*

Director Pagliaro: Why is an additional restroom being added? **Mr. Flores:** *Added restroom would be gender neutral and utilized for the exam room side of the office for medical analysis and testing.*

There being no further questions:

Motion to approve the cost estimate and proceed to developing the construction documents required to launch the permitting and public bidding process to select the contractor.

By: Zell

Seconded By: Navarro

Vote:

Ayes – Cappel, Galligan, Pagliaro, Navarro, Zell

Noes - 0

Abstain - 0

Motion Passed: 5/0/0

7. NEW BUSINESS

7A. Approval of reclassification of the Executive Assistant position to Office Assistant:

CEO FAMA reported after months of recruiting for an Executive Assistant and having a limited pool of folks apply, a decision was made to change the role from an Executive Assistant to Office Assistant that would start part time with the understanding that hours may increase based on workload need. [The job description and proposed salary range were included in the Board materials, pages 37-39.] The position would be supervised by the Business Operations Manager.

Motion to approve the reclassification of Executive Assistant to Office Assistant

Motion: By Navarro

Seconded By Galligan

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

Zell

Noes - 0

Abstain - 0

Motion Passed: -5/0/0

7B. Approval of two new positions in FY '23: allcove Clinical Lead and PHCD Accountant

allcove Clinical Lead: **Mr. Flores** provided an overview of the need to hire the allcove Clinical Lead prior to opening allcove. This position will interact with clinicians and providers to promote and monitor the delivery of mental health services, referrals, and clinical case load. It is required by the allcove model and could start as early as Fall 2022. [Mr. Flores' full briefing, the job description, and salary range were included in the Board meeting materials, pages 40-46.]

Motion to approve allcove Clinical Lead position

By: Zell

Seconded By: Navarro

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

Zell

Noes - 0

Abstain - 0

Motion Passed 5/0/0

Part-time Accountant: **CFO Yee** introduced the need for this position citing the District's program growth over the last five years (Sonrisas, The Trousdale, Fitness Center) and planned growth (allcove Center and PWC development) which generates increased volume and complexity to the PHCD accounting functions. She proposed adding a part time staff accountant to assist in handling this workload. The job duties include basic accounting transactions, accounts payable, receivables, and other duties that would free up CFO time to focus on research, analysis, and other activities related to carrying out the strategic initiatives of the Board.

[The job description and proposed hourly salary range were included in the Board meeting materials, pages 47-49.

Motion to approve part time Accountant position as presented.

By: Zell

Seconded By: Navarro

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

Noes - 0

Abstain - 0

Motion Passed 5/0/0

7C. FY 22-23 Drivers & Assumptions & Draft Budget- Director Zell & CFO Yee

CFO YEE presented the FY 22-23 Draft Budget, Drivers, and Assumptions and highlighted the following.

- \$438 positive cashflow
- \$-562 income start up for allcove
- Sonrisas numbers are preliminary and expected to change when budget is presented to SDH board.
- Majority of the district investments are bonds and numbers are temporary until bond matures
- The Community Health Investment budget is slightly higher due to board approved initiatives that include Hep B Free, Covid-19 Campaign and Senior Services.
- Administrative overhead increased by 10% that includes full time staff anniversary performance increase, additional employee salary (staff accountant) 10% health benefits increase at mid- year, \$300k election costs and 40% increase of audit fees based on the current auditor proposal.
- All other expenses are 3-5% inflation costs.
- Trousdale budget includes \$240k in rental assistance
- PHCD Health & Fitness Center \$247k that includes replacement of three exercise machines, (two-three every year)
- Allcove- support of \$1.9 million for the first year to launch the program after the state grant, the costs include staffing based in the recommended model by Stanford.
- Total cash is \$44 million and \$34 million in reserves for programs.

Director Pagliaro asked for clarification on two community benefit budgeted line items, Trousdale \$240k and Sonrisas Dental Health \$900k and CFO Yee responded. The \$240k Trousdale is a Board approved rent assistance fund that can be drawn from to help new and current residents with financial need. The \$900k for Sonrisas is a 3-year grant to address uncompensated care at the San Mateo Center that goes through June 30, 2023.

Motion to approve FY 22'-23' budget and drivers and assumptions as presented.

By: Zell

Seconded By: Pagliaro

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

Noes - 0

Abstain - 0

Motion Passed 5/0/0

8. REPORTS:

Chair Cappel: Gun violence is a public health crisis. It has become the number one cause of death in children and is at the highest rate of any other country. He plans to write an op-ed piece as a private citizen and requested staff to draft a Board resolution on this issue and bring it to the next meeting.

Director Pagliaro: A zoom meeting was held with The Trousdale General Contractor SJ Amoroso, CEO Fama, and Property Manager Ralph Barsi, regarding the continued construction issues at the Trousdale Assisted Living Facility. These unresolved construction issues require an in-person meeting with all parties, including the architect, to get to resolution. If the meeting is not held and/or issues are not resolved, then the Board and Counsel will need to discuss next steps in closed session.

Ann Wasson, CED provided a status report on the development of the strategic plan, 2022-2025 including her work to date on the data gathering process, environmental scan details, community outreach activities, and the work plan for May to October. [Full report in Board meeting materials, pages 56-59.]

Cheryl Fama, CEO reported on:

- The Peninsula Wellness Community Development “deep dive” project underway to include national and local experts input on the future of senior services needed for healthy aging.
- Trousdale marketing activities that have significantly increased as COVID restrictions have lessened and include Daily Journal ads, direct mail pieces, educational programs, facility tours, and participation in the County’s Senior Health Fair to be June 25-26 at the San Mateo Event Center.
- County Chief of Health’s admonition in her latest weekly update: ***“The single most important step every resident can take is to stay up to date on COVID-19 vaccinations and boosters”***; and shared the County’s new acronym for this phase of the pandemic: **LIMITT**
 - Limit large gatherings to well-ventilated areas or outdoors.
 - Improve ventilation to prevent airborne virus particles from accumulating.
 - **Mask.** Respirator masks (e.g., N95s) provide better protection than cloth masks.
 - Isolate for COVID. Stay home if you feel sick and get tested right away.
 - Test for COVID if you have symptoms.
 - Treatments are available if you test positive.

9. ADJOURN: Chair Cappel adjourned the meeting at 8:15pm.

Respectfully Submitted,
Stephanie Arevalo Rodriguez, Business Operations Manager

APPROVED,

Lawrence W. Cappel, Chair