



**PUBLIC MEETING OF THE
BOARD OF DIRECTORS**

6:30 PM, Thursday, March 26, 2026

PHCD Classroom, 1819 Trousdale, Burlingame, 94010

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AGENDA

1. Call to Order and Roll Call

2. Public Comment on Non-Agenda Items

At this time, any person in the audience may speak on any items not on the agenda and any other matter within the jurisdiction of the District. Speakers are customarily limited to three minutes. If you cannot attend the meeting, but would like to offer comments, please email your comments to Voula.theodoropoulos@peninsulahealthcaredistrict.org or visit our website <https://www.peninsulahealthcaredistrict.org/public-comment-form>, and your comments will be read into the record. Public comments will be taken for each agenda item prior to the Board's consideration on that item.

3. Report Out From Closed Session: 3/26/2026, 2/27/ 2026, 2/9/2026: Chairman Cappel

4. Consent Calendar: ACTION

- | | |
|-----------------------------------------------------------------------|------------------|
| a. Board Meeting Minutes – January 22, 2026 | Pg. 1-7 |
| b. Strategic Direction Oversight Committee Minutes – November 5, 2025 | Pg. 8-17 |
| c. Finance Committee Minutes – November 18, 2025 | Pg. 18-20 |
| d. Strategic Direction Oversight Committee Charge | Pg. 21 |
| e. Finance Committee Charge | Pg. 22 |
| f. Checking Account Transactions – January & February 2026 | Pg. 23-31 |
| g. Treasurer's Report – January & February 2026 | Pg. 32-33 |
| h. Statement of Investment Policy | Pg. 34-41 |
| i. Internal Control of Accounting Transactions Policy | Pg. 42-47 |

5. Business:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| a. Via Heart Community AED Program Proposal: CathDeCock, Executive Director, Via Heart Project, and Liz Thomas-Grainger, Chief Operating Officer, Via Heart Project | Pg. 48-59 |
| b. Affordable Senior Housing Project: Lawrence W. Cappel, Board Chairman | |

c. CSDA Board of Directors Call for Nominations Seat C: Lawrence W. Cappel,
Board Chairman

Pg. 60-64

d. CEO Quarterly Update: Ana M. Pulido, Chief Executive Officer

Pg. 65-91

6. Reports:

a. Board Chair and Director Reports

7. Adjourn:

Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District office, 1819 Trousdale, Burlingame during normal business hours. Please call 650-697-6900 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Peninsula Health Care District at least 48-hrs in advance at 650-697-6900.



BOARD OF DIRECTORS MEETING MINUTES Thursday, January 22, 2026 1819 Trousdale Dr. Burlingame, Ca 94010 (Classroom)		
<u>Directors Present</u> Chairman Cappel Director Navarro Secretary Sanchez Director Zell	<u>Directors Absent</u> Vice Chairman Pagliaro	<u>Also, Present</u> Members of the Public, Phil Altman, Vice President of Operations for Eskaton, Kenzie Butera Davis, Founder & CEO, Maro Associates

1. Call to Order: Chairman Cappel called the meeting to order at 6:29 pm. Roll call attendance was taken. A quorum was present.

Vice Chairman Pagliaro - Excused due to a medical issue in the family.

2. Public Comment on Non-Agenda Items:

Karyl Eldridge addressed the Board regarding the District's affordable senior housing project, expressing disappointment that a key development partner, Abode, had allegedly withdrawn. She also raised concerns that the affordability range presented to the Burlingame City Council had changed from 20–50% AMI to 20–80% AMI and urged the Board to seek outside expertise to ensure the project is built as originally presented.

Laura Hinz said she felt betrayed by the change in the project's affordability target from 20–50% AMI to 20–80% AMI, noting the shift occurred without community outreach. She withdrew her support and suggested the county take over the project due to its development expertise and reputation.

Ken Chan thanked the Board for supporting Huntington House in San Bruno and emphasized that publicly owned land is a key resource for creating deeply affordable senior housing. He encouraged the Board to partner with an experienced public agency, such as the County Board

of Supervisors, to coordinate efforts and help deliver the proposed 221 affordable homes for vulnerable seniors.

Discussion

- Chairman Cappel, Director Zell, and CEO Pulido stated they were not aware of any information indicating that Abode had withdrawn from the project or that the AMI targets had changed.
- Counsel Hudak clarified that while the original Request for Proposals (RFP) sought proposals serving 20–80% AMI, the selected developers proposed a range of 20–50% AMI, which remains the current target.
- CEO Pulido reported that the District has not received any correspondence indicating Abode has withdrawn and that the developers have only expressed interest in securing the Exclusive Negotiating Agreement (ENA).
- Counsel Hudak noted that the Board cannot take action on items not on the agenda. However, CEO Pulido was directed to contact the developers the following day to confirm their participation and the proposed affordability levels while transmitting the Exclusive Negotiating Agreement (ENA).

3. Report Out From Closed Session: 1/12/2026 & 1/22/2026

Chairman Cappel reported that the Closed Session meetings held on January 12 and January 22, 2026 focused on the Exclusive Negotiating Agreement (ENA) for the affordable housing project, and resulted in the successful renewal of CEO Pulido’s contract.

4. Consent Calendar:

- a. Board Meeting Minutes – December 11, 2025
- b. Checking Account Transactions – November & December 2025
- c. Treasurer's Report – November & December 2025
- d. Q2 FY 2025-2026 Unaudited Financials
- e. Q2 FY 2025-2026 Investment Report
- f. Annual Policy Review (1. Code of Conduct, 2. Paid Holidays)

Motion to Approve Consent Calendar as Presented

Motion: By Director Zell; Director Sanchez

Vote: Ayes - Cappel, Zell, Navarro, Sanchez

5. Business:

a. The Trousdale's Quarterly Update: Phil Altman, Vice President of Operations for Eskaton

- Phil Altman, Vice President of Operations for Eskaton, delivered the presentation on behalf of Executive Director Sal Gomez Orozco, who was absent due to illness.
- Sal Gomez Orozco joined the community in October as Executive Director with seven years of experience in that role. Rowena Aragon joined in November as Activities and Life Enrichment Director. Jonnel Del Rosario, who has worked at the community since it opened in 2018, was promoted from Medication Technician to Assistant Resident Care Director.
- Average second quarter occupancy was 95 percent, compared with an 85 percent average last year. Current occupancy is 97 percent with 119 of 124 units occupied. Assisted Living is fully occupied, and Memory Care has two openings. There have been 33 move-ins and 17 move-outs this year, including 11 resident deaths.
- Operating revenue is 23.4 percent above budget and that the community has an operating margin surplus of 470,500 dollars year to date. The rental assistance program has used about 70,000 dollars of its 140,000 dollar annual budget.
- Staff turnover is 21 percent, which is significantly lower than the industry and company average of 39 percent. Average employee tenure is three and a half years. The average resident length of stay is 2.7 years, which is above the industry average of two years. Employee satisfaction increased to 95 percent with 37 employees participating in the most recent survey.
- Recent events included a family holiday party, an open house, a New Year party, and a visit from Congressman Kevin Mullin who presented an award to a resident. Upcoming and current events include a home organization seminar, a first responders' breakfast, and a quarterly family night for Memory Care residents with approximately 30 attendees.

Q & A with Phil Altman

Director Sanchez asked what factors contributed to the significant reduction in staff turnover at The Trousdale compared to the broader Eskaton organization.

Mr. Altman responded that the results are largely due to a strong workplace culture, a positive environment, and consistent praise from families about the quality of staff. He also noted that promoting from within and maintaining stable leadership in key departments has improved retention. Long-tenured leaders in resident care and culinary services have helped create continuity and trust among staff.

Director Zell commented that community feedback about The Trousdale has consistently been very positive. He expressed satisfaction that the facility's performance data reflects its strong reputation.

Chairman Cappel asked about staff commuting patterns and whether housing costs force employees to live far from the community. He suggested conducting a payroll zip code analysis to better understand where employees live and noted that retention is often driven by workplace culture rather than salary increases alone.

Mr. Altman responded that many employees live nearby, including in South San Francisco and Daly City. However, some staff maintain second jobs due to the high cost of living in the region.

b. United for Youth: Maro, a Digital Screener for Schools: Jackie Almes, Youth Behavioral Health Program Manager, PHCD, Kenzie Butera Davis, Founder & CEO, Maro, Mary McGrath, Director, Coordinated Youth Behavioral Health, San Mateo County Office of Education, Don Scatena, Deputy Superintendent of Student Support Services, Burlingame School District

- YBPM Almes introduced the agenda item and explained that it supports the United for Youth Vision 2030 initiative developed with the San Mateo County Office of Education, specifically Priority Area Two focused on improving early identification of youth behavioral health needs. She noted that collaboration with Mary McGrath, Director of Coordinated Youth Behavioral Health at the San Mateo County Office of Education, led to the identification of the Maro platform as a scalable tool to support this effort.
- Kenzie Butera Davis introduced Maro and stated that its mission is to eliminate the eleven-year gap between a child's first mental health symptom and the time they receive treatment.
- Data from a 2022 Children's Hospital Association report shows that fifty percent of mental illness begins at age fourteen or younger. Anxiety and depression are the leading student reported barriers to learning, and San Mateo County has a higher hospitalization rate for adolescent suicide and self-injury than the state average.
- Maro functions like a routine school vision or hearing exam but focuses on mental health, connecting schools, families, and health providers to identify challenges early before they escalate.
- The platform uses clinically proven and evidence-based screening tools trusted by medical providers, including assessments for depression, anxiety, behavioral health in younger children, ADHD, and suicide risk.
- Maro supports school staff with triage workflows, digital parent consent processes, and built in referral systems, and includes a family app that connects families with resources and support.

- The program seeks initial funding from the Peninsula Healthcare District to pilot the platform, allowing schools to implement it while learning to submit claims through the California Youth Behavioral Health Initiative fee schedule for long term reimbursement.
- Maro has received eight industry awards in the past two years, including the 2023 World's Most Innovative Education Technology award.

Discussion

Director Sanchez asked how the Maro platform will complement and work with the District's existing allcove program.

YBPM Almes explained that Maro addresses a different gap because allcove serves students aged twelve to twenty-five, while Maro focuses on children aged four to twelve. The platform helps schools identify students earlier and connect them to care, and for students aged twelve or thirteen, it provides a bridge to refer them to allcove if they need deeper, ongoing support.

Director Navarro asked if Maro is a for-profit or non-profit entity and why that structure was chosen.

Ms. Davis answered that Maro is a for-profit company, which allows it to access multiple forms of capital, including grants and venture funding. This structure was necessary to build sustainable technology that serves both schools and families effectively.

Director Navarro asked if Maro operates on a subscription model, whether it is already implemented in other districts, and if there is data showing its impact.

Ms. Davis responded that Maro operates on a recurring student fee subscription and is currently active in other school districts. Internal data from this year shows that students who were screened multiple times experienced an average ten percent reduction in suicide ideation, and the impact report will be shared with the Board.

Chairman Cappel asked how students are currently triaged under the traditional model and how they access child psychiatrists in San Mateo County.

Don Scatena described the reactive school model where students who act out are first referred to a wellness counselor or administration, followed by parent meetings and an eight to twelve session school counseling plan. Outside referrals are pursued if needed, but families without private healthcare face a long, laborious process to access psychiatrists, and school psychologists are rarely available. Maro's proactive screening identifies issues before students reach crisis, and having classroom-wide behavioral health data is highly valuable for teachers.

Chairman Cappel asked how Maro complements Care Solace, a resource the District already uses.

YBPM Almes explained that Maro and Care Solace are highly complementary. Maro identifies students who need help and offers referral guidance, while Care Solace handles logistics such as scheduling appointments and matching families to appropriate services, reducing administrative burden on school counselors.

Chairman Cappel asked how interested the participating school districts are in implementing the program.

YBPM Almes reported that Burlingame School District attended the meeting to show support. She has ongoing discussions with San Bruno Park and San Mateo-Foster City, with letters of support included in the Board packet. Word of potential funding has also generated interest from Millbrae, although Hillsborough has been harder to engage.

Director Zell noted that while Hillsborough typically operates independently, its students could still benefit from the program, emphasizing that mental health needs exist across all socioeconomic boundaries.

YBPM Almes stated she will continue outreach efforts to Hillsborough, including leveraging local connections.

Director Navarro asked if the impact data can be shared with the Board and whether it is scientifically published.

Ms. Davis stated that the current data is internal and collected from schools using the platform and has not been published in a scientific journal. Maro has been accepted into a Georgetown University research program starting in February to generate rigorous third-party data, and she will forward the current impact report to the Board.

YBPM Almes added that she can also provide a handout with high-level data previously presented to the SDOC committee.

Motion to Approve funding in an amount not to exceed \$95,490 for the Maro Pilot Project

Motion: By Director Zell; Director Sanchez

Vote: Ayes - Cappel, Zell, Sanchez

Abstained - Navarro

6. Reports:

a. Board Chair and Director Reports

- Director Sanchez reported that the Finance Committee will hold its next meeting in February.

- Director Zell reported that he, Director Sanchez, and Vice Chairman Pagliaro attended an allcove event the previous evening. He noted that it was a well-organized and well-supported community event.
- A reminder was given to the Board that the Grant Awards Ceremony will take place next Tuesday evening at Skyline College beginning at 5:00 PM.

7. Adjourn: 7:28 PM



Strategic Direction Oversight Committee

Meeting Minutes

11/5/2025

1. Call to Order: Chairman Cappel called the meeting to order at 5:02 p.m.

Roll Call: SDOC members present were: Cappel, Pagliaro, Bandrapalli, McDevitt, Johnson, Jurow

Absent: Emmott, Aubry, Quigg

2. Approval of Minutes: SDOC July 2, 2025

3. Maro Application - MTSS Support: Jackie Almes, Youth Behavioral Program Manager. Joining the meeting were Brittney Reiser, Director of School Partnerships, Kristopher Tonas, Head of Partnerships, and Kenzie Davis, Founder and Chief Executive Officer, of Maro.

Presentation Highlights

Maro

Maro is a K–12 behavioral health platform that helps schools identify and support students before challenges escalate. Through efficient, evidence-based screening and coordinated follow-up, Maro gives school support staff and families a clear view of student well-being, so the right support reaches the right student at the right time.

Flexible Platform Reduces Barriers to Screening

Maro is able to work with nearly any assessment tool requested by a school or district. In addition, the platform includes a built-in library of validated tools that cover a wide range of mental health domains, including depression, anxiety, ADHD, suicide risk, and social, emotional, and behavioral needs. These tools are designed to support universal, tiered, or targeted screening approaches and are developmentally appropriate for students ages 4–17.

Maro Support

- Dedicated onboarding liaison supports team planning
- Maro supports electronic consents (customizable process)
- Whole-class screening on individual devices typically takes 5-10 minutes
- Staff can access live data to triage students immediately, enabling data-informed decision making
- Family engagement is supported through a parent application that facilitates consent and provides resources to help build trust between schools, families, and the health system.
- Collaboration with Care Solace positions Maro as the identification tool, while Care Solace delivers hands-on support for referral pathways, easing the burden on school wellness counselors.
- Clinical functionality includes the use of five clinically validated screening tools (e.g., PHQ-9, GAD-7), available in multiple languages.
- Local pilot data from Bayshore Elementary over a two-year period showed varied student outcomes, with some improvement, some decline, and many remaining stable; screening was noted to help normalize conversations around mental health.
- A pilot at Beresford Elementary using an opt-in model resulted in low engagement, with plans to transition to an opt-out model to increase screening participation.
- An outcome example highlighted a case in which screening identified a high-achieving student as severely suicidal, leading to immediate intervention and the discovery of previously unknown self-harm.

Discussion and Q & A

Chairman Cappel inquired about the validity of the instruments used to identify students at risk for severe mental health issues at an early stage.

YBPM Almes responded that the tools are clinically based assessments that are also currently used at the allcove San Mateo Center.

Chairman Cappel asked about the cost of access to the program.

YBPM Almes stated that the cost is approximately four dollars and fifty cents per student per year.

Mr. Jurow asked what the District's goal would be with respect to funding.

YBPM Almes responded that the goal is for the Peninsula Health Care District to fund and support the rollout in elementary school districts.

Vice Chairman Pagliaro expressed concern that Bayshore Elementary is located in Daly City, which is outside the District.

YBPM Almes clarified that Bayshore and Beresford were referenced only for data purposes, and that proposed funding would be limited to districts within the Healthcare District, including Burlingame, San Bruno Park, Millbrae, San Mateo-Foster City, and Hillsborough.

Vice Chairman Pagliaro asked for clarification on what a screener is and whether it involves a person or artificial intelligence, as well as the qualifications involved.

Ms. Reiser explained that the term screener refers to survey based screening tools. She stated that tools such as the PHQ 9 and GAD 7 are widely used by pediatricians and therapists and consist of a set number of questions answered by students.

Vice Chairman Pagliaro asked whether the program duplicates services already provided at allcove.

YBPM Almes explained that there is no duplication, as allcove serves youth ages twelve through twenty five, primarily high school and college age. She stated that the Maro initiative focuses on elementary and middle school districts to address gaps in early mental health support.

Mr. Johnson discussed whether the program should also be offered to private schools.

Chairman Cappel noted that Catholic schools, such as Saint Timothy's, often lack access to mental health resources.

CEO Pulido stated that the initial focus was on public schools because they expressed immediate interest and funding limitations were identified as a barrier.

Vice Chairman Pagliaro suggested that the District could establish the program and allow private schools to participate if they cover their own costs.

Mr. Jurow expressed concern about long-term costs and asked who would pay for treatment when a serious condition is identified, noting that the screening fee only covers identification.

CEO Pulido explained that Maro works alongside Care Solace, with Maro identifying concerns and Care Solace assisting families in navigating the healthcare system. She stated that Care Solace connects families to providers based on insurance status, and that treatment costs are paid by the insurance provider rather than the Healthcare District.

YBPM Almes added that Care Solace supports families by gathering insurance information and coordinating appointments with appropriate providers. She stated that this partnership allows the two services to work together effectively.

Ms. Bandrapalli commented that schools already collect medical and provider information for each enrolled student. She asked how long full implementation would take and whether milestones could be established so progress could be presented to the District and aligned with parent and teacher conference schedules.

Ms. Reiser responded that the materials provided in the packet outline the full process, including initial meetings, training, and onboarding. She stated that administering the screener takes no more than twenty minutes of staff time and that students typically complete the screening in under eight minutes.

Chairman Cappel requested that YBPM Almes return with data on the number of students in grades four through six and six through eight for each of the five districts so that accurate funding estimates can be developed. The item was held for further consideration at a future meeting.

4. allcove Health Outcomes: Jackie Almes, Youth Behavioral Program Manager

Presentation Overview

YBPM Almes presented an update on health outcomes and service utilization at allcove San Mateo, the District's youth wellness center. She was joined by Marc Rappaport, Clinical Director, via Zoom. The presentation highlighted the Logic Model used to evaluate the effectiveness of mental health and wellness services.

Program Overview

- Serves youth and young adults ages 12 to 25.
- Delivers services across six core areas: mental health, physical health, substance use support, peer support, family support, and education and employment services.
- Operates as a low-barrier space for studying, socializing, and participating in community events

Service Utilization from January 22, 2024 through October 2025

- Recorded 1,029 total service visits, which reflects a duplicated count.
- Logged more than 2,000 total center visits, including non-clinical use of space.
- Approximately 400 to 500 unique participants completed full enrollment paperwork.

Service Breakdown

- Therapy services accounted for 640 visits and represented the highest utilization.
- Education and employment services recorded 173 visits focused on career and educational support.

- Psychiatry services totaled 107 visits, with child psychiatry launching less than one year ago.
- Physical health services showed the lowest utilization with 24 visits, due to launching in summer 2025.
- Social and space use included over 1,000 non-clinical visits and more than 800 visits tied to organized events.

Discussion and Q & A

Ms. Bandrapalli stated that the “Does Not Apply” and “Neither Agree nor Disagree” responses may weaken the demonstration of allcove’s overall impact. She suggested that youth who visit only for computer access or general space use should complete a different survey. She recommended developing a technology-specific or center-impact survey that focuses on how allcove supports youth, in order to preserve the integrity of the clinical data for stakeholders.

YBPM Almes agreed with the recommendation and confirmed that she and Director Rappaport have discussed tailoring surveys so that questions appear only based on the specific service accessed during a visit.

Ms. McDevitt asked whether the clinical team is operating at full capacity or has the ability to serve additional youth.

YBPM Almes responded that there is capacity to serve more youth.

Director Rappaport added that allcove San Mateo recently notified the Health Plan of San Mateo that it could accept 40 referrals immediately, but to date has received approximately 12 referrals.

Ms. McDevitt asked how allcove San Mateo’s data compares to other allcove sites across California and whether the program is working with Stanford to assess relative performance.

YBPM Almes explained that all four open allcove centers submit clinical data to a centralized Stanford system, but the reporting timeline is lengthy. She noted that allcove San Mateo is currently the only site measuring these localized health outcome questions, which allows the District to review trends in real time rather than waiting for statewide reports.

5. Blue Zones: Ana M. Pulido, Chief Executive Officer

Progress Update

CEO Pulido provided an update on the preliminary planning stages of the Blue Zones project.

Committee Kickoff and Frequency

- The Planning Team Committee officially launched its meetings last month.
- Meetings are currently being held on a weekly basis.

New Commitments

- The Executive Director of Thrive, representing San Mateo County nonprofits, recently joined the committee.
- Rosanne Foust from the San Mateo County Economic Development Association joined the committee.

Existing Committee Members

- Current members include the District team, Samaritan House, and the Government Relations lead from Mills Peninsula Hospital.

Tactical Planning

- The team is actively developing a stakeholder list.
- The stakeholder list will be used to recruit participants for outreach efforts, including focus groups and one-on-one interviews, to assess community needs and readiness.

Strategic Timeline

- The full Steering Committee is expected to convene in January 2026.
- CEO Pulido noted that scheduling earlier meetings was challenging due to limited executive availability during the year-end holiday season.
- The District is planning a major Blue Zones kickoff event to occur between the last week of March and the first two weeks of April 2026.

Next Steps

- The team will continue refining the stakeholder list and formalizing Steering Committee invitations.
- A more detailed update will be provided at the next scheduled check-in.

6. Senior Affordable Housing: Larry Cappel, Board Chair, Ana M. Pulido, Chief Executive Officer

Senior Affordable Housing Progress Report

Chairman Cappel provided a progress update on the District's efforts to develop senior affordable housing on District-owned land.

Public Announcement and Proposals

- A formal press release was distributed earlier in the week to inform the community.
- A new development proposal is under official consideration, and the District is preparing a term sheet for potential developers.
- The project is planned as a 221-unit housing development.

Site and Location Details

- The development will be located on the same site as the previously planned project near Port Davis Drive.
- The total site consists of six acres, with two acres designated for the housing development.
- The District will retain ownership of the land through a ground lease and does not intend to sell the property.

Project Affordability

- Chairman Cappel stated that the previous project model, which included projected rents as high as eighteen thousand dollars per month, was not aligned with the District's mission.
- The new project is classified as true affordable housing and is intended for seniors earning between twenty and fifty percent of the Area Median Income.
- The District views the project as a community service rather than a profit-generating venture.

Streamlined Development

- The project will utilize Senate Bill 35 streamlined development processes.
- These processes allow the project to bypass most traditional community input requirements, reducing costs and accelerating development.
- Despite the streamlined approach, the estimated timeline for the facility to open is approximately five years.

7. Food Insecurities in San Mateo County: Ana M. Pulido, Chief Executive Officer

Presentation Highlights

Food Insecurity in San Mateo County

Supplemental Nutrition Assistance Program: SNAP benefits have been suspended, affecting 34,000 CalFresh recipients in San Mateo County, approximately 13,000 of whom reside within the District.

Food Pantry/Distribution Locations

1. Samaritan House - San Mateo (Daily)
2. CALL Primrose Center - Burlingame (Daily)
3. Second Harvest - San Mateo Event Center East Parking lot every Thursday
4. San Mateo County Health Foundation - Food Farmacy Program (Food Delivery)
5. YMCA Peninsula Family/Urban Services - SSF/San Bruno (Weekly)

Samaritan House

- Need has increased by 15%, representing approximately 2,500 additional households
- There is a greater demand for hot meals, protein-rich foods, and items with a long shelf life
- To meet this growing demand, they need to add two new kitchen workers (temp) and acquire an additional vehicle for food distribution

Funding Support Needed: \$147,000

San Mateo County Health Foundation

- Last year, the program served 1,800 individuals; by the end of this year, that number is projected to exceed 5,000
- Current food supplies are insufficient to keep up with the growing demand
- There is an increased need for grocery gift cards and nonperishable items with a long shelf life

Funding Support Needed: \$300,000

CALL Primrose

- Need has increased by 20%, representing approximately 20 additional households served per day
- There is a greater demand for protein-rich foods and nonperishable items with a long shelf life
- The team planned for this year's budget cuts and adjusted operations accordingly, but they are concerned about raising sufficient funds for next year

Funding Support Needed: \$40,000**YMCA**

- Need has increased by 10%, representing approximately 35 additional households, 410 total
- Emergency Pantry (3x Week) need is expected to triple
- There is a greater demand for protein-rich foods and nonperishable items with a long shelf life

Funding Support Needed: \$30,000***Second Harvest***

Limitations:

- Limited access to protein options due to higher costs
- Primarily distributing produce with a short shelf life
- Unable to distribute foods requiring refrigeration

Funding Support Needed: \$5,000,000 for next year***Current Funding Sources for Food Insecurity***

- San Mateo County: \$900,000
- Sequoia Health Care District: approx. \$1 Million

Discussion and Q & A

Mr. Jurow stated that, in his role as Chief Executive Officer of the San Mateo County Health Foundation, the situation constitutes a crisis. He reported that food distributions that previously lasted until noon are now depleted by 9:30 a.m., with individuals continuing to seek assistance throughout the day.

Chairman Cappel shared a personal experience from his early adulthood when he relied on food stamps and unemployment assistance. He emphasized the importance of preserving dignity for families and supported the use of restricted grocery gift cards that prevent the purchase of alcohol and tobacco.

Ms. Bandrapalli raised concerns about how funds are prevented from being used for non-essential items.

Mr. Jurow explained that his organization partners with Safeway to issue restricted gift cards that automatically decline alcohol and tobacco purchases at checkout.

Vice Chairman Pagliaro stated that no one should go hungry in San Mateo County, regardless of political affiliation. He opposed directing emergency funds to large bureaucracies and advocated for supporting smaller agencies where funding directly provides food and immediate relief.

Mr. Jurow shared an example involving an eleven-year-old child living in a tent with his mother whose food assistance was ending. He stated that hunger in such a wealthy county is unacceptable and compared the conditions to those of a developing nation.

CEO Pulido reported that county representatives encouraged direct collaboration with frontline agencies providing immediate relief. She recommended consideration of a \$510,000 funding request to address urgent needs, with funds distributed across multiple organizations primarily for direct food purchases.

Chairman Cappel and **Vice Chairman Pagliaro** directed staff to return with a detailed funding proposal allocating amounts by agency, totaling \$510,000.

CEO Pulido confirmed that a Special Board Meeting is scheduled for the following week and proposed placing a formal funding recommendation on the agenda.

Ms. McDevitt suggested including a contingency or discretionary fund to allow rapid response to emerging needs. She noted that local organizations are experiencing significant increases in demand and require timely support outside the regular board cycle.

Conclusion

The committee reached unanimous consensus to recommend an immediate funding package for consideration by the full Board.

8. Adjournment: 6:20 PM



FINANCE COMMITTEE MEETING

Minutes

November 18, 2025

1. **Call to Order:** The meeting was called to order by **Chair Sanchez** at 4:00 pm.
2. **Roll Call:** Present: Chair Sanchez, Vice-Chair Cappel, CEO Pulido, CFO Yee, Member Angelopoulos, Member Martinez. Absent: Member Revelo.
3. **Approval of Minutes** from August 12, 2025

It was moved by Vice-Chair Cappel and seconded by Member Martinez to approve the Minutes from August 12, 2025. The motion passed 6/0/0/1. Ayes: Chair Sanchez, Vice-Chair Cappel, CEO Pulido, CFO Yee, Member Angelopoulos, Member Martinez. Absent: Member Revelo.

4. **Draft Audited Financials** – CFO Yee

CFO Yee provided an overview of the draft audited financials, key changes, and highlights in the reports. The District received a clean audit, indicating that the financial statements are accurately reflected and free of material misstatement. It was a smooth audit. There were no issues or adjustments, except for the annual CalPERS pension entry, which is provided every year during the audit.

- Cash and investments increased by \$7.8M over the past year.
- Restricted cash of \$3.3M relates to The Trousdale construction loan as part of the loan covenant.
- Unearned revenue is \$479K from Sutter's prepaid land lease. Last year included the final prepayment for the 1764 Marco Polo Way lease. The lease is currently paid monthly.
- The Trousdale construction loan balance is \$38M
- Assisted living/memory care resident revenues increase by \$472K
- Youth drop-in center revenues increased by \$1.2M from a county contract to provide health services.
- Other operating revenues increased by \$130K mainly due to a refund of permit fees from the City of Burlingame.
- Total operating revenues increased by \$1.7M
- Salaries and wages increased by \$500K, mainly from Sonrisas.
- The board approved a \$1M increase in the community grants funds.
- Total operating expenses increased by \$1.8M
- Operating loss is close to last year, with a -\$100K difference.
- District tax revenues increased by \$516K
- Investment income is up by \$292K
- Grants and contributions increased by \$853K, mainly from the Pescadero Mobile RV campaign.
- Net increase is \$1.6M from last year.

Vice-Chair Cappel asked if Sonrisas disposed of the dental truck. **CFO Yee** replied that it was donated to Samaritan House a few years ago. However, they did purchase a van a couple of years ago for outreach.

Member Martinez asks about the Trousdale variance between the two years on page 10 of the packet, from (\$173,189) in 2024 to (\$1,045,449) in 2025. **CFO Yee** replied that in 2024, The Trousdale received close to \$2M in District support and \$0 in 2025 because they had sufficient cash flow. The program performed better in 2025, with \$339K in positive operating income, versus a loss the year before.

Chair Sanchez asked if the Health and Fitness program has reached capacity. **CEO Pulido** replied that the program has exceeded its capacity, but members are mostly arriving in the morning, so there is still capacity in the evening. The team is trying to incentivize members to come in the evening to spread out the attendance with more programming, evening passes, and socialization later in the day. At the current growth rate, the center will reach capacity very soon. **Vice-Chair Cappel** asked if the team had reached out to the high school about leasing the gym in the evening. **CEO Pulido** replied that she hasn't, but can reach out to see if there is interest. **Vice-Chair Cappel** said he would speak with the director at Mills High School. He also asked whether the center is age-restricted. **CEO Pulido** replied that it is not, but all the programming, equipment, and scheduling are tailored to older adults. However, there has been an uptick in younger members in their 30s and 40s. **Member Angelopoulos** asked whether the team has considered a discounted membership for later hours. **CEO Pulido** replied that they are looking into that with the Silver Sneakers insurance program. The fitness director is also promoting discounted evening class passes to increase attendance later in the day.

Vice-Chair Cappel asked when the allcove grant will end. **CEO Pulido** replied that the state grant ends in June 2026. **Member Martinez** wondered whether there has been an increase in usage at allcove. **CEO Pulido** replied that utilization has increased significantly this fall. Allcove has done extensive marketing, outreach, and advertising to increase visibility and attract more participants to the center.

It was moved by Member Martinez and seconded by Vice-Chair Cappel to approve the draft audited financial statements as presented. The motion passed 6/0/0/1. Ayes: Chair Sanchez, Vice-Chair Cappel, CEO Pulido, CFO Yee, Member Angelopoulos, Member Martinez. Absent: Member Revelo.

5. FY 25-26 Qtr 1 Consolidated Financials – CFO Yee

CFO Yee provided a brief overview of the FY26 quarter 1 performance.

- The Trousdale program's revenue is \$36K higher due to higher occupancy. Occupancy was 90.3% at the end of the month.
- Sonrisas dental health revenue is \$798K, \$7K worse than budget due to lower visit volume.
- allcove program revenue is behind due to timing differences.
- Sonrisas fundraising revenue is down by \$110K
- Investments are \$176K better than the budget.
- The Trousdale received a \$1.8M legal settlement under other non-operating revenue.
- Total revenues are \$1.7M better than the budget
- There is a \$668K surplus in the community health investment budget. Most of the surplus is due to the timing of grant funding.
- Personnel expenses have a \$288K surplus from vacancies.
- Professional fees exceed the budget by \$22K.
- General and administrative expenses are doing better than the budget by \$230K
- There was no Sonrisas funding due to the contract rescission.
- Total revenue to date is \$1.8M, \$2.9M better than the budget.

- Cash and investments balance is approximately \$49M.
- Sonrisas Pescadero RV paid to date is \$295K
- \$1.5M is in escrow for the purchase of the San Bruno home for mentally challenged adults, which closed on Oct 1st.
- Prepaid rent from the Sutter Health land lease is \$2.2M.
- The Trousdale construction loan balance is \$38M at the end of December.

Chair Sanchez asked if the \$1.8M will be used to offset expenses. **CFO Yee** replied yes, and there are a lot of repairs that have already happened or will be completed in the next few months. **Member Martinez** asked why the litigation is not in the audit. **CFO Yee** replied that most audits focus on contingent liabilities rather than potential proceeds to be conservative. **Member Angelopoulos** asked how long the repairs will take. **Vice-Chair Cappel** replied that it may take a year. Some of the items are under warranty, and some are custom-ordered. **Member Angelopoulos** asked where the cash would be sitting. **CFO Yee** replied that the excess funds will be invested and that \$2M was transferred to the investment account at the beginning of October.

Member Martinez asked if the funding for Sonrisas will resume. **Chair Sanchez** replied that it depends on Sonrisas ability to demonstrate to the District that there are positive changes. They currently have a new CEO who joined in October. **Vice-Chair Cappel** asked how Sonrisas is paying for the Pescadero RV. **CFO Yee** replied that they had raised over \$800K for this program. The RV cost roughly \$360K, and the difference will go towards equipment and the first year of operations.

Chair Sanchez commented that the San Bruno home purchased is a collaboration with the well-known organization, AbilityPath, to provide homes to adults with developmental disabilities.

6. **Future Agenda Items**

- Quarterly Financial Review
- Annual Policy Review

Adjournment: **Chair Sanchez** adjourned the meeting at 4:38 pm.

Written by Vickie Yee, CFO

Approved by: The Finance Committee XXXXXX



BOARD OF DIRECTORS
STRATEGIC DIRECTION
OVERSIGHT COMMITTEE 2026

Purpose:

To advise the Board on economic, technological, and healthcare trends that may impact the health of the District's residents and the Board's response to those impacts and to provide oversight of the District's progress relative to the Board's strategic goals. Functions of this committee include:

1. Advising Board on community needs and District-proposed programs and projects to address needs.
2. Conducting an annual review of the Strategic Plan's implementation and performance to goals, objectives, and outcomes.
3. Providing oversight of new programs' performance relative to plans and metrics.
4. Serving as a key resource and liaison to local, state, and national trends that impact/influence the health of the community and the strategic activities of the District.
5. Providing input to the Board on the District's master property planning activities and future development of properties and facilities

Membership:

The Committee will be comprised of two representatives from the District Board of Directors and at least seven members from the community-at-large that reflect a broad range of professional skills, the geography of the District, as well as racial, ethnic, and gender diversity of constituents. Members will be appointed for 3-year terms and can be reappointed for additional 3-year terms. The Committee will be chaired by a Board Director; all will be voting members of this Committee. The District's CEO serves as a non-voting member.

Members and Terms:

Members and Terms:	Proposed
➤ Director Lawrence Cappel, Chair	
➤ Director Frank Pagliaro, Co-Chair	
➤ Dr. Wade Aubry, Healthcare Policy, Hillsborough	2026-2028
➤ Nirmala Bandrapalli, Burlingame Resident, former Planning Commissioner	2026-2028
➤ Dr. Cameron Emmott, Former PHCD & MPMC Director, Hillsborough	2025-2027
➤ Mark Johnson, Real Estate Broker, San Mateo	2025-2027
➤ Daniel Quigg, Civic Leader, Millbrae	2026-2028
➤ Ashley McDevitt, Director of Community Resources, San Mateo	2026-2028
➤ John Jurow, CEO, San Mateo County Health Foundation	2024-2026

2026 Committee Meetings are held on Wednesday: February 4, May 6, August 5, and November 4, 5-6:30 PM at the District office.



BOARD OF DIRECTORS
FINANCE COMMITTEE
2025-2026

Purpose:

To provide oversight of all Financial activities of the Board and report regularly to the Board on compliance with the Board’s Long Term Financial and Investment Policies, performance of investment managers’ and administration of the District’s governmental and entrepreneurial activities.

Functions of this committee include:

- Reviewing quarterly financials
- Monitoring performance against target financial ratios
- Monitoring the performance of investment and banking managers
- Overseeing the development of the annual budget
- Selecting the auditor and guiding the annual audit process
- Determining the allocation of investment deposits
- Conducting periodic reviews of the District’s Financial Policies:
 - Internal Control Policy
 - Strategic Financial Policy
 - Statement of Investment Policy
- Monitoring Sutter Health’s compliance with Master Agreement Terms
- Monitoring compliance with Western Alliance Bank construction loan covenants
- Monitoring performance of Eskaton Management Services agreements

Membership:

The Committee will be comprised of two representatives of the District Board of Directors, the District’s CEO and CFO, and three - five members from the community at large who will bring financial management expertise and experience to the work of the Committee and support the sound stewardship of the Board. Community members will be appointed for 3-year terms. Terms will be staggered to achieve continuity as well as “fresh eyes” to the District. Members can be reappointed for additional 3-year terms.

Members and Terms:

	Terms
➤ Director Henry Sanchez, Chair	
➤ Director Larry Cappel, Vice-Chair	
➤ CEO Ana M. Pulido	
➤ CFO Vickie Yee	
➤ Member Don Revelo	3/2026 – 3/2029
➤ Member George Angelopoulos	5/2025 – 5/2028
➤ Member Kevin Martinez	5/2025 – 5/2028

Meetings will be held every quarter.

**Peninsula Health Care District
Checking Transactions
January-26**

Date	Description	Deposit	Withdraw
Admin			
1/2/2026	County of San Mateo	27,677.72	
1/2/2026	Workers Comp Additional Pay		0.20
1/2/2026	CalPERS Pension		5,046.31
1/2/2026	Heritage Bank Credit Card Payment		752.13
1/2/2026	Heritage Bank Credit Card Payment		1,223.31
1/5/2026	FSA Payment		5.00
1/6/2026	The Hartford		514.45
1/6/2026	CalPERS Pension		629.52
1/8/2026	Burlingame Alarm Program		33.00
1/8/2026	San Francisco Business Times		200.00
1/8/2026	GRSee Consulting, Inc.		2,750.00
1/8/2026	Bart A. Charlow		225.00
1/8/2026	Voler Strategic Advisors Inc.		8,000.00
1/8/2026	Comcast		522.96
1/8/2026	First Citizens Bank & Trust Co		327.78
1/8/2026	City of Burlingame Water Dept		150.53
1/8/2026	PG&E		735.05
1/8/2026	Precision Digital Networks		2,818.85
1/8/2026	Streamline		748.00
1/8/2026	Premysis Technologies		97.35
1/8/2026	Iron Mountain		1,361.86
1/8/2026	KBA Document Solutions, LLC		422.45
1/9/2026	FSA Payment		279.00
1/12/2026	California Public Employees Retirement		16,144.86
1/12/2026	Paychex		230.84
1/13/2026	EDD		4,416.25
1/13/2026	Fund TRF from Admin to Trousdale		1,000,000.00
1/13/2026	Paychex Payroll 1/15/26		33,262.56
1/13/2026	Payroll Taxes 1/15/26		20,564.56
1/14/2026	FSA Payment		75.37
1/15/2026	Workers Compensation Insurance Payroll		165.27
1/15/2026	Allied Administrators for Delta Dental		1,766.52
1/15/2026	JWT & Associates, LLP		2,135.00
1/15/2026	Peninsula Volunteers, Inc		12,300.00
1/15/2026	Recology		98.38
1/15/2026	AT&T		660.29
1/15/2026	Amazon Capital Services, Inc.		43.02
1/15/2026	Best Best & Krieger, LLP		2,623.00
1/15/2026	U. S. Bank Equipment Finance		272.09
1/15/2026	Degree HVAC		512.50
1/16/2026	CalPERS Pension		4,450.73
1/16/2026	Paychex		85.00
1/20/2026	Paychex		127.50
1/21/2026	County of San Mateo	8,837.01	

Date	Description	Deposit	Withdraw
1/21/2026	FSA Payment		244.00
1/22/2026	First 5 San Mateo County		60,000.00
1/22/2026	Peninsula Jewish Community Center		15,000.00
1/22/2026	Ability Path		95,000.00
1/22/2026	Ravenswood Family Health Center		20,000.00
1/22/2026	Foster City Village, Inc.		22,000.00
1/22/2026	California Scottish Rite Foundation		30,000.00
1/22/2026	LifeMoves		30,000.00
1/22/2026	KARA		30,000.00
1/22/2026	Jewish Family & Children's Services		31,500.00
1/22/2026	Edgewood Center for Children and Families		35,000.00
1/22/2026	AnewVista Community Services		35,000.00
1/22/2026	Villages of San Mateo County		35,000.00
1/22/2026	Chinese Community Health Resource Center		40,000.00
1/22/2026	Burlingame Park & Recreation Dept		40,000.00
1/22/2026	Healthier Kids Foundation		40,000.00
1/22/2026	Boys & Girls Clubs of the Peninsula		42,000.00
1/22/2026	Heart & Soul, Inc.		46,000.00
1/22/2026	Fresh Approach		50,000.00
1/22/2026	GiveThx		50,000.00
1/22/2026	San Mateo Police Activities League		50,000.00
1/22/2026	Each Green Corner		60,000.00
1/22/2026	Coastside Adult Day Health Center		60,000.00
1/22/2026	MELP / AbleCloset		43,154.00
1/22/2026	Mission Hospice & Home Care		170,000.00
1/22/2026	Breathe California of the Bay Area		60,000.00
1/22/2026	Felton Institute		70,000.00
1/22/2026	Second Harvest of Silicon Valley		70,000.00
1/22/2026	One Life Counseling Center		70,000.00
1/22/2026	Peninsula Family Service		70,000.00
1/22/2026	CASA of San Mateo County		70,000.00
1/22/2026	Peninsula Family YMCA		65,000.00
1/22/2026	The HEAL Project		60,346.00
1/22/2026	Call Primrose		60,000.00
1/22/2026	Vista Center for the Blind and Visually Impaired		60,000.00
1/22/2026	San Mateo County Health Foundation		60,000.00
1/22/2026	Peninsula Volunteers-Meals on Wheels		60,000.00
1/22/2026	Caminar, Inc.		60,000.00
1/22/2026	Community Overcoming Relationship Abuse		60,000.00
1/22/2026	AgeUp		200,000.00
1/22/2026	Samaritan House		450,000.00
1/22/2026	Lucile Packard Foundation for Children Health		185,000.00
1/22/2026	San Mateo County Economic Development Assoc		2,500.00
1/23/2026	Heritage Bank Monthly Fee		111.16
1/27/2026	BHRS - County of San Mateo	83,333.34	
1/28/2026	Payroll Taxes 1/31/26		20,460.03
1/28/2026	Paychex Payroll 1/31/26		34,875.19
1/29/2026	KBA Document Solutions	537.36	
1/29/2026	Community Initiatives		40,000.00
1/29/2026	MNDZ Electrical Development Corp		280.00
1/29/2026	Primo Brands		92.24

Date	Description	Deposit	Withdraw
1/29/2026	Foster City Chamber of Commerce		600.00
1/29/2026	First Citizens Bank & Trust Co		327.78
1/29/2026	KBA Document Solutions, LLC		20.00
1/30/2026	Workers Compensation Insurance Payroll		160.16
1/30/2026	County of San Mateo-	747,089.21	
1/30/2026	Interest	650.92	
		868,125.56	4,086,447.05
allcove			
1/2/2026	Heritage Bank Credit Card Payment		3,099.85
1/2/2026	SC Property Management		33,017.00
1/2/2026	Health Plan of San Mateo Claim	525.99	
1/8/2026	Precision Digital Networks		459.00
1/8/2026	AT&T		228.30
1/8/2026	California Chamber of Commerce		170.40
1/8/2026	Susana V Ramirez		94.83
1/8/2026	Amazon Capital Services, Inc.		46.05
1/8/2026	First Citizens Bank & Trust Co		277.35
1/8/2026	Precision Digital Networks		410.00
1/8/2026	One Life Counseling Center		17,995.00
1/8/2026	Premysis Technologies		49.37
1/9/2026	Health Plan of San Mateo Claim	200.00	
1/15/2026	Amazon Capital Services, Inc.		192.34
1/15/2026	Catto's Graphics, Inc.		1,333.61
1/15/2026	Lucile Packard Children's Hospital at Stanford		600.00
1/15/2026	Bomic, Inc.		4,007.80
1/15/2026	U. S. Bank Equipment Finance		329.00
1/16/2026	Health Plan of San Mateo Claim	651.98	
1/22/2026	Burlingame High School		30.00
1/22/2026	San Mateo High School Drama Boosters		550.00
1/22/2026	Brianna Lin		72.00
1/22/2026	Color Print		43.85
1/22/2026	Athenahealth, Inc.		660.10
1/23/2026	Health Plan of San Mateo Claim	958.60	
1/29/2026	AT&T		228.30
1/29/2026	MNDZ Electrical Development Corp		565.00
1/29/2026	Primo Brands		97.78
1/29/2026	The Signworks		2,939.44
1/29/2026	Dave's Lock Service		225.00
1/29/2026	Burlingame High School Drama Boosters		200.00
1/29/2026	Lucile Packard Children's Hospital - Lease	706.33	
1/29/2026	Lucile Packard Children's Hospital - Lease	1,950.00	
1/30/2026	Interest	50.18	
1/30/2026	Health Plan of San Mateo Claim	958.60	
		6,001.68	67,921.37
Health Fitness			
1/2/2026	Heritage Bank of Commerce		1,090.15
1/8/2026	Burlingame Alarm Program		33.00
1/8/2026	Vestis		380.02
1/8/2026	Amazon Capital Services, Inc.		285.87

Date	Description	Deposit	Withdraw
1/8/2026	Richard Bergstrom		316.95
1/8/2026	Daily Journal		950.00
1/8/2026	City of Burlingame Water Dept		383.30
1/8/2026	City of Burlingame Water Dept		8.00
1/8/2026	KBA Document Solutions, LLC		20.00
1/8/2026	Gym Doctors		350.00
1/8/2026	PG&E		1,258.25
1/8/2026	Streamline		100.00
1/8/2026	Precision Digital Networks		193.00
1/15/2026	Vestis		380.02
1/15/2026	Tiffany Ngo Arroyave		55.00
1/15/2026	Caroline Foley		440.00
1/15/2026	Carolyn Kelly		275.00
1/15/2026	Izabela Rapacz		1,292.59
1/15/2026	Shawn Felipe Inc.		150.00
1/15/2026	Jacqueline Sanchez		110.00
1/15/2026	U. S. Bank Equipment Finance		81.61
1/15/2026	Amazon Capital Services, Inc.		45.62
1/15/2026	Recology		106.16
1/22/2026	Kathleen McCarty		90.00
1/22/2026	Vestis		190.01
1/22/2026	Valentina Linsangan		80.00
1/22/2026	KBA Document Solutions, LLC		174.96
1/30/2026	Interest	31.03	
1/31/2026	Health and Fitness Member Payment	18,354.78	
		18,385.81	8,839.51

Leasing

1/8/2026	Ralph Barsi		2,400.00
1/8/2026	City of San Bruno - Utility Billing		50.76
1/8/2026	PG&E		2,970.83
1/8/2026	Bay Alarm		344.52
1/8/2026	City of Burlingame Water Dept		103.43
1/8/2026	City of Burlingame Water Dept		84.03
1/8/2026	City of Burlingame Water Dept		666.54
1/8/2026	City of Burlingame Water Dept		431.01
1/15/2026	Recology		424.65
1/15/2026	Recology		251.13
1/15/2026	Central Roofing Inc.		2,400.00
1/15/2026	Bleyle Elevator, Inc		95.00
1/15/2026	Bellant Plumbing		2,364.00
1/15/2026	Recology		681.42
1/29/2026	Mc Mechanical		200.00
1/29/2026	Shell Door Service, Inc.		2,655.00
1/29/2026	Ralph Barsi		2,400.00
1/29/2026	Eugene Kita, DDS	1,609.89	
1/29/2026	Carol Tanzi & Associates	500.00	
1/29/2026	Sonrisas Dental Health, Inc.	500.00	
1/29/2026	Ross Williams, DDS	2,083.19	
1/29/2026	One Life Counseling Service	1,472.90	
1/29/2026	Houn Young Kim, DDS	2,138.47	

Date	Description	Deposit	Withdraw
1/29/2026	Patricia Dugoni, CPA	2,400.00	
1/29/2026	Sonrisas Dental Health, Inc.	500.00	
1/29/2026	Applied Orthotics & Prosthetics	2,968.00	
1/29/2026	April Lee, DDS	2,870.73	
1/29/2026	Bay Area Foot Care	3,253.31	
1/29/2026	Burlingame Therapeutic Associates	2,896.15	
1/30/2026	Interest	154.03	
1/30/2026	Ability Path	6,832.18	
1/30/2026	Ability Path	10,000.00	
		40,178.85	18,522.32
PWC			
1/8/2026	Streamline		100.00
1/30/2026	Interest	6.47	
		6.47	100.00
Trousdale			
1/2/2026	Heartland Merchant Account		358.45
1/8/2026	Eskaton Properties Inc		89,399.25
1/9/2026	Trousdale Tenant Deposit	10,000.00	
1/9/2026	Trousdale Tenant Deposit	73,235.11	
1/9/2026	Trousdale Tenant Deposit	48.99	
1/13/2026	Fund TRF from Admin to Trousdale	1,000,000.00	
1/15/2026	Eskaton Properties Inc		779,393.66
1/16/2026	Cash transfer from HB to US Bank		495,337.88
1/16/2026	Trousdale Tenant Deposit	393,370.73	
1/16/2026	Trousdale Tenant Deposit	10,000.00	
1/16/2026	Cash transfer from HB to US Bank		1,969,643.58
1/21/2026	Trousdale Tenant Chargeback		9,975.00
1/21/2026	Trousdale Tenant Deposit	822,877.09	
1/22/2026	Trousdale Tenant Chargeback		15,253.00
1/22/2026	Trousdale Tenant Deposit	41,952.50	
1/27/2026	Interest	0.32	
1/29/2026	Trousdale Tenant Deposit	5,000.00	
1/29/2026	Trousdale Tenant Deposit	81,901.17	
1/30/2026	Interest	497.17	
		2,438,883.08	3,359,360.82

**Peninsula Health Care District
Checking Transactions
February-26**

Date	Description	Deposit	Withdraw
Admin			
2/2/2026	FSA Payment		244.00
2/2/2026	Heritage Bank Credit Card Payment		2,430.06
2/2/2026	Heritage Bank Credit Card Payment		311.45
2/2/2026	County of San Mateo	279,932.65	
2/2/2026	CalPERS Pension		4,012.03
2/4/2026	FSA Payment		35.00
2/4/2026	The Hartford		551.87
2/4/2026	CalPERS Pension		627.12
2/4/2026	Fund TRF from Admin to Allcove		279,932.65
2/5/2026	Amazon Capital Services, Inc.		176.97
2/5/2026	Allied Administrators for Delta Dental		1,050.22
2/5/2026	AHUD - Mark D. Hudak		1,260.00
2/5/2026	Amazon Capital Services, Inc.		156.97
2/5/2026	Bart A. Charlow		225.00
2/5/2026	Comcast		522.96
2/5/2026	Henry Sanchez		400.00
2/5/2026	Streamline		748.00
2/5/2026	Precision Digital Networks		461.25
2/5/2026	Premysis Technologies		97.35
2/5/2026	Iron Mountain		1,361.86
2/5/2026	KBA Document Solutions, LLC		230.01
2/10/2026	FSA Payment		5.00
2/10/2026	Paychex		1,054.09
2/11/2026	California Public Employees Retirement		16,144.86
2/11/2026	Paychex Payroll 2/15/26		34,475.56
2/12/2026	Payroll Taxes 2/15/26		20,354.91
2/12/2026	J & E Pro Cleaning and Handy Services		1,485.00
2/12/2026	Recology		106.25
2/12/2026	Frank Pagliaro		500.00
2/12/2026	Voler Strategic Advisors Inc.		8,000.00
2/12/2026	SMRWC		1,578.54
2/12/2026	AT&T		609.44
2/12/2026	Amazon Capital Services, Inc.		70.03
2/12/2026	Best Best & Krieger, LLP		903.00
2/12/2026	Degree HVAC		325.00
2/12/2026	PG&E		987.88
2/12/2026	Precision Digital Networks		1,772.60
2/12/2026	Voler Strategic Advisors Inc.		165.92
2/12/2026	Peninsula Volunteers, Inc		11,600.00
2/13/2026	Paychex		85.00

Date	Description	Deposit	Withdraw
2/13/2026	Workers Compensation Insurance Payroll		158.32
2/17/2026	CalPERS Pension		7,987.61
2/18/2026	FSA Payment		294.89
2/18/2026	CalPERS Pension		596.88
2/19/2026	Paychex		11,791.68
2/19/2026	FSA Payment		40.00
2/19/2026	Oropeza's Landscaping & Maintenance		900.00
2/19/2026	Pacific Dining		1,696.91
2/19/2026	Amazon Capital Services, Inc.		198.33
2/19/2026	123 Awards		1,822.26
2/19/2026	PURCOR Pest Solutions		209.48
2/19/2026	U. S. Bank Equipment Finance		272.09
2/19/2026	County of San Mateo	41,666.67	
2/20/2026	Paychex		127.50
2/20/2026	Heritage Bank Monthly Fee		133.55
2/20/2026	FSA Repayment	15.00	
2/25/2026	FSA Payment		5.00
2/25/2026	Payroll Taxes 2/28/26		17,307.11
2/25/2026	Paychex Payroll 2/28/26		30,372.62
2/26/2026	123 Awards		3,068.26
2/26/2026	Blue Zones, LLC		125,000.00
2/26/2026	San Mateo Area Chamber of Commerce		2,895.00
2/26/2026	Primo Brands		117.75
2/26/2026	First Citizens Bank & Trust		327.78
2/26/2026	Diligent Corporation		6,360.00
2/27/2026	Workers Compensation Insurance Payroll		144.81
2/27/2026	Interest	273.68	
2/27/2026	County of San Mateo	5,977.00	
		327,865.00	606,885.68
allcove			
2/2/2026	SC Property Management		33,017.00
2/2/2026	Heritage Bank Credit Card Payment		3,554.87
2/4/2026	Fund TRF from Admin to Allcove	279,932.65	
2/5/2026	Amazon Capital Services, Inc.		217.19
2/5/2026	Bomic, Inc.		3,200.00
2/5/2026	FlexTG		15.00
2/5/2026	Jefferson Union High School District		5,224.23
2/5/2026	Pro-Found Social Impact Group LLC		6,672.50
2/5/2026	U. S. Bank Equipment Finance		329.00
2/5/2026	First Citizens Bank & Trust		277.35
2/5/2026	Precision Digital Networks		666.25
2/5/2026	One Life Counseling Center		20,839.60
2/5/2026	Premysis Technologies		49.37
2/6/2026	Health Plan of San Mateo Claim	837.90	
2/12/2026	Amazon Capital Services, Inc.		322.39
2/12/2026	Lamar Companies		2,400.00

Date	Description	Deposit	Withdraw
2/12/2026	Precision Digital Networks		459.00
2/12/2026	Lucile Packard Children's Hospital at Stanford		5,640.00
2/13/2026	Health Plan of San Mateo Claim	837.90	
2/19/2026	Lucile Packard Children's Hospital at Stanford		20,300.00
2/19/2026	Capuchino High School		240.00
2/19/2026	Aragon Drama Boosters		300.00
2/20/2026	Health Plan of San Mateo Claim	418.95	
2/23/2026	Athenahealth, Inc.		781.90
2/26/2026	Samoan Solutions		100.00
2/26/2026	FlexTG		266.14
2/26/2026	Primo Brands		121.76
2/26/2026	Amazon Capital Services, Inc.		205.99
2/27/2026	Interest	65.80	
2/27/2026	Health Plan of San Mateo Claim	698.25	
		282,791.45	105,199.54

Health Fitness

2/2/2026	Heritage Bank Credit Card Payment		948.54
2/5/2026	AT&T		683.75
2/5/2026	Vestis		443.08
2/5/2026	Tiffany Ngo Arroyave		55.00
2/5/2026	Carolyn Kelly		220.00
2/5/2026	Caroline Foley		415.00
2/5/2026	Jacqueline Sanchez		110.00
2/5/2026	U. S. Bank Equipment Finance		88.16
2/5/2026	Bay Alarm		569.13
2/5/2026	Streamline		100.00
2/5/2026	Amazon Capital Services, Inc.		1,198.00
2/12/2026	J & E Pro Cleaning and Handy Services		2,300.00
2/12/2026	Amazon Capital Services, Inc.		466.51
2/12/2026	Bay Alarm		430.53
2/12/2026	Vestis		253.07
2/12/2026	AT&T		683.58
2/12/2026	PG&E		1,313.20
2/12/2026	Recology		114.65
2/12/2026	Precision Digital Networks		193.00
2/19/2026	Vestis		253.07
2/19/2026	Valentina Linsangan		80.00
2/19/2026	Amazon Capital Services, Inc.		205.12
2/26/2026	Amazon Capital Services, Inc.		11.16
2/26/2026	Vestis		253.07
2/26/2026	KBA Document Solutions, LLC		339.65
2/26/2026	City of Burlingame Water Dept		8.00
2/26/2026	City of Burlingame Water Dept		485.83
2/26/2026	Gym Doctors		360.00
2/26/2026	Izabela Rapacz		1,441.93
2/27/2026	Interest	29.27	

Date	Description	Deposit	Withdraw
2/28/2026	Health and Fitness Member Payment	14,714.26	
		14,743.53	14,023.03
Leasing			
2/5/2026	Bleyle Elevator, Inc		95.00
2/5/2026	PG&E		39.80
2/5/2026	I. C. Fire		83.50
2/5/2026	Bomic, Inc.		390.00
2/5/2026	Perez Plumbing		1,200.00
2/5/2026	PG&E		3,404.49
2/12/2026	J & E Pro Cleaning and Handy Services		3,837.06
2/12/2026	Recology		458.62
2/12/2026	Ability Path		12,362.47
2/12/2026	Recology		733.45
2/19/2026	PURCOR Pest Solutions		1,111.26
2/19/2026	Oropeza's Landscaping & Maintenance		960.00
2/26/2026	PG&E		72.04
2/27/2026	Interest	141.36	
		141.36	24,747.69
PWC			
2/5/2026	Mark D. Hudak		360.00
2/5/2026	Streamline		100.00
2/12/2026	Perkins Coie LLP		43,052.40
2/19/2026	Perkins Coie LLP		37,493.10
2/27/2026	Interest	5.75	
		5.75	81,005.50
Trousdale			
2/2/2026	Heartland Merchant Account		113.45
2/5/2026	Eskaton Properties Inc		518,715.63
2/6/2026	Trousdale Tenant Deposit	5,000.00	
2/6/2026	Pitney Bowes	35.00	
2/6/2026	Trousdale Tenant Deposit	98,143.32	
2/12/2026	Eskaton Properties Inc		567,577.88
2/19/2026	Eskaton Properties Inc		313,870.54
2/20/2026	Trousdale Tenant Deposit	359,533.31	
2/20/2026	Trousdale Tenant Deposit	818,945.28	
2/20/2026	Trousdale Tenant Deposit	20,000.00	
2/23/2026	Trousdale Tenant Chargeback		2,419.07
2/26/2026	Trousdale Tenant Deposit	49,668.46	
2/26/2026	Reyes Coca Cola Bottling	1,430.00	
2/27/2026	Interest	316.84	
		1,353,072.21	1,402,696.57

Preliminary - subject to change

STATUS OF CURRENT YEAR TAX REVENUES

Total As Of <u>1/31/26</u>	Estimated FY 25-26 <u>Tax Revenue</u>
<u>\$ 6,124,628</u>	<u>\$ 9,300,000</u>

Board Designated Invested Funds

	<u>Rate Last QTR</u>	<u>Fees Paid Fiscal YTD</u>	<u>Cost Basis</u>		<u>Market Value</u>
			<u>12/31/25</u>	<u>1/31/26</u>	<u>1/31/26</u>
Bridge Bank - 6mos CD (mature 7/23/26)	3.480%		3,367,305	3,367,305	3,367,305
Fiduciary Trust	3.570% *	3,777	1,870,250	1,874,499	1,876,088
City National Bank	3.550% *	17,116	27,840,416	27,919,436	28,092,164
Local Agency Investment Fund	4.090%		6,490,333	6,558,959	6,558,959
San Mateo County Pool Investment	3.873%		<u>3,933,550</u>	<u>3,971,872</u>	<u>3,971,872</u>
			<u>43,501,853</u>	<u>43,692,070</u>	<u>43,866,387</u>

* Yield to maturity

STATUS OF CURRENT YEAR TAX REVENUES

Total As Of <u>2/28/26</u>	Estimated FY 25-26 <u>Tax Revenue</u>
<u>\$ 6,410,537</u>	<u>\$ 9,300,000</u>

Board Designated Invested Funds

	<u>Rate Last QTR</u>	<u>Fees Paid Fiscal YTD</u>	<u>Cost Basis</u>		<u>Market Value</u>
			<u>1/31/26</u>	<u>2/28/26</u>	<u>2/28/26</u>
Bridge Bank - 6mos CD (mature 7/23/26)	3.480%		3,367,305	3,367,305	3,367,305
Fiduciary Trust	3.570% *	4,323	1,874,499	1,879,532	1,881,031
City National Bank	3.550% *	19,706	27,919,436	27,974,955	28,208,318
Local Agency Investment Fund	4.090%		6,558,959	6,558,959	6,558,959
San Mateo County Pool Investment	3.873%		<u>3,971,872</u>	<u>3,971,872</u>	<u>3,971,872</u>
			<u>43,692,070</u>	<u>43,752,623</u>	<u>43,987,485</u>

* Yield to maturity



Board Policy

Statement of Investment Policy

Reviewed: January 26, 2017, March 22, 2018, November 14, 2019
Updated and Approved May 28, 2020, March 28, 2024, March 27, 2025
Reviewed by Finance Committee February 10, 2026

SUMMARY
INVESTMENT POLICY STATEMENT
Peninsula Health Care District

<u>Portfolio Account Detail:</u>	Peninsula Health Care District (PHCD)
<u>Investment Objective:</u>	While there is no specific target for income or total return the portfolio should be managed with the objective of outperforming comparable liquidity management strategies such as money market funds or short-term U.S. Treasuries. The fundamental objective is to provide a portfolio return that preserves the purchasing power of PHCD's assets while maintaining a high level of liquidity and safety allowing PHCD to fulfill its' mission of service to the community.
<u>Withdrawal Requirements:</u>	PHCD may periodically withdraw from the portfolio to support the operations and strategic goals of the District, but there are no planned regular withdrawals at this time.
<u>Time Horizon:</u>	While PHCD's time horizon as an institution is long term there can be instances when portfolio assets are required on a short-term basis in the course of operations. As such, all securities purchased in the portfolio will be characterized as "highly liquid" with 30% of the portfolio available within 48 business hours under normal trading conditions.
<u>Risk Tolerance:</u>	Conservative
<u>Target Return:</u>	Over the long-term, exceed the portfolio benchmark, net of fees with similar risk.
<u>Evaluation Benchmark:</u>	Bloomberg Barclays US Treasury 1-3 Year Index

Reviewed: January 26, 2017, March 22, 2018, November 14, 2019
Updated and Approved May 28, 2020, March 28, 2024, March 27, 2025
Reviewed by Finance Committee February 10, 2026

Purpose:

This Investment Policy Statement (IPS) establishes investment objectives, policies, guidelines and eligible securities related to the management of all assets held by the Peninsula Health Care District (“PHCD”) and/or any of our subsidiary corporations, primarily for investment purposes. The purpose of this Statement is to ensure that surplus funds are invested by the District in accordance with statutory guidelines and a prudent balance between fund preservation, liquidity, and return on investment. As a Health Care District, investment options are governed by the State of California as set forth in the Government Code chapters on “Investment of Surplus” (Section 53600, et.seq.) and “Deposit of Funds” (Sections 53630, et.seq.). This Statement also provides guidance for assignment of responsibilities, on-going evaluation, reporting and unique circumstances or constraints. The IPS serves as the foundation of PHCD’s investment goals and priorities.

In doing so this policy will:

- clarify the delegation of duties and responsibilities concerning the management of institutional funds.
- identifies the criteria against which the investment performance of the organization’s investments will be measured.
- communicates the objectives to the Board, staff, investment managers, brokers, constituents and funding sources that may have involvement.
- confirms policies and procedures relative to the expenditure of institutional funds.
- serves as a review document to guide the ongoing oversight of the management of the organizations’ investments.

1) Delegation of Responsibilities

The Board of Directors has a direct oversight role regarding all decisions that impact PHCD's institutional funds. The Board has delegated supervisory responsibility for the management of PHCD's institutional funds to the Finance Committee. Specific responsibilities of the various bodies and individuals responsible for the management of our institutional funds are set forth below:

a) Responsibilities of the Board of Directors:

The Board shall ensure that its fiduciary responsibilities concerning the proper management of PHCD's institutional funds are fulfilled through appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures. Based on the advice and recommendations of the Finance Committee, the Board shall:

- approve investment policies and objectives that reflect the long-term investment-risk orientation of the portfolio.
- approve the Committee's charge.

b) Responsibilities of the Finance Committee

Members of the Finance Committee are not held accountable for less than desirable outcomes, rather for adherence to procedural prudence, or the process by which decisions are made in respect to investment assets. In consideration of the foregoing, the Finance Committee is responsible for the development, recommendation, implementation and maintenance of all policies relative to PHCD's investment funds and shall:

- develop and/or propose policy recommendations to the Board with regard to the management of all institutional funds.
- recommend long-term and short-term investment policies and objectives for our institutional funds, including the study and selection of asset classes, determining asset allocation ranges, and setting performance objectives.
- determine that institutional funds are prudently and effectively managed with the assistance of management and any necessary investment consultants and/or other outside professionals, if any.
- monitor and evaluate the performance of all those responsible for the management of institutional funds.
- recommend the retention and/or dismissal of investment consultants and/or other outside professionals.
- receive and review reports from management, investment consultants and/or other outside professionals, if any.
- periodically meet with management, investment consultants and/or other outside professional management, investment consultants and/or other outside professionals.
- convene regularly to evaluate whether this policy, investment activities, risk management controls and processes continue to be consistent with meeting the goals and objectives set for the management of institutional funds.
- select, appoint and remove members of the Finance Committee.

2) Investment Management

- a) The Treasurer of the Board of Directors shall be in charge of oversight of the District's surplus funds and their investment and shall advise the Board on investment options and investment policy. The Treasurer shall have such other responsibilities that may be set forth in the District Bylaws or from time to time assigned by the Board of Directors. The Board of Directors is ultimately responsible for the disposition of the District's funds. The Board may at any time appoint one or

more investment managers to advise on Board fund investment issues. The Board of Directors may, if it chooses, delegate discretion and authority to the Treasurer, the District CEO, or a professional investment manager(s) over surplus funds, subject to the limitations on such delegation and investment restrictions established by State Law, this Policy, or from time to time by the Board of Directors. Based on budget or other spending needs of the District, the CEO, subject to Board Treasurer approval, is authorized to shift surplus funds in operational bank accounts to District surplus fund investment vehicles approved by the Board, or to shift liquid investment funds into operations spending accounts to cover budgeted or otherwise approved expenditures of the District. If such shift of funds occurs it shall be reported to the Board at its next meeting.

3) Investment Guidelines

- a) Investment of funds on behalf of the District shall conform to the Prudent Investor Standard as set forth in Government Code Section 53600.3, which includes proceeding in a manner “a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”
- b) **Eligible Securities** - Investment vehicles authorized and described in Gov’t Code chapters on “Investment of Surplus” (Sections 53600, et seq.) and “Deposit of Funds” (Section 5360, et seq.) including U.S. Treasury instruments, certain Bank obligations, “prime” commercial paper and bills of exchange, bank certificates of deposit, money market funds, bonds and notes, shall be limited in the manner described therein. The District is specifically authorized to place funds in the Local Agency Investment Fund established by the State of California (Government Code Section 16429.1) and with the San Mateo County Pooled Investment Fund (Government code Section 53684). For a detailed list of eligible securities, see Appendix A.
- c) **Real Property** - Pursuant to Health and Safety Code Section 32121(c) the Board of Directors may also invest in certain real property for the benefit of the District. Any real estate acquisition or arrangement with private organizations should have an existing or potential health-related purpose. A health-related purpose shall include purchasing property (a) with the intention of leasing it back to an entity that agrees to provided needed health services to people within the District; (b) with the intention of entering into a joint venture with an entity that will provide needed health services within the District; (c) that will enhance the value or desirability of existing District projects; or (d) that will be open to the general public for exercise or rehabilitation. Real property that is zoned for health services and is easily accessible by public transportation is most desirable. The Board directs the CEO and Board Treasurer to actively pursue real estate opportunities and present them to

the full Board for consideration of acquisition. The Board may invest such money not required for the immediate needs of the agency in such portions as it deems wise or expedient. (Gov't Code Section 53601). In deciding whether to make an investment the Board shall consider three primary objectives: (1) safeguarding the principal, (2) meeting the liquidity needs of the District and (3) achieving a return. (Gov't Code Section 53600.5). At the first public meeting at which the acquisition of any real estate is publicly announced by the Board, the Board shall also announce the purpose of the acquisition, and record the purpose in the official minutes. If the original purpose becomes frustrated, the Board shall either publicly announce a new purpose and record the same in the official minutes, sell the real estate, or hold the real estate until market conditions improve to a specified level.

- d) **Investment Goals** – While there is no specific target for income or total return the portfolio should be managed with the objective of outperforming comparable liquidity management strategies such as money market funds or short-term U.S. Treasuries. The fundamental objective is to provide a portfolio return that preserves the purchasing power of PHCD's assets while maintaining a high level of liquidity and safety allowing PHCD to fulfill its' mission of service to the community.
- e) **Liquidity Requirements** – The PHCD investment portfolio will be characterized as “highly liquid” with 30% of the portfolio available within 48 business hours under normal trading conditions.
- f) **Hedging and Margin** – Neither hedging in any form nor borrowing against (margin loan) PHCD's investment portfolio will be permitted.

4) Legislative Changes

The statutory references within this Policy shall be deemed to incorporate any legislative changes to the codes subsequent to adoption of this Policy and shall further be deemed to incorporate any successor statutes that subsequently replace the referenced statutes or statutory schemes.

5) Controls and Monitoring

The PHCD Finance Committee will review the investment performance of the individual managers with respect to the risk and return objectives established for PHCD. The review may include topics such as the overall business management, organizational changes and other relevant factors.

- a) **Regular Reviews:**

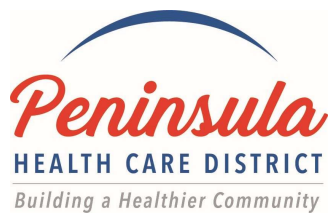
- i) Monthly: PHCD's investment manager(s) is/are responsible for providing PHCD with timely reporting including performance, portfolio market values, income received and portfolio holdings.
 - ii) Quarterly: At the request of PHCD's Finance Committee, Officers or Board, the investment manager(s) will provide an investment update to discuss market conditions, investment outlook, and portfolio and performance review.
 - iii) Ad Hoc Meetings: PHCD's Finance Committee, Officers or Board can dictate changes to this reporting schedule, preferring less frequent updates if desired, or off-cycle meetings and calls if market or business conditions dictate.
- b) **Watch List** – In the event that any manager is significantly underperforming over the long-term, the PHCD Finance Committee will maintain a higher level of oversight and may put the firm on watch.
- c) The Board Treasurer shall annually provide the Board a copy of this Statement of Investment Policy for review at a public meeting. In addition, the Treasurer shall deliver a quarterly report to be submitted within 30 days following the end of the quarter covered by the report. This report shall cover information required by Government Code Section 53646, including type of investment, issuer, investments and moneys held, and shall additionally include a description of any of District funds under the management of contracted parties, and general investment fund compliance with this policy. For investments that have been placed in the Local Agency Investment Fund or in the County Investment Pool, or any combination of these, the Treasurer may supply to the Board and District Auditor the most recent statement or statements received from these institutions in lieu of the Treasurer's own report required by this policy.

6) Process for Hiring Outside Investment Managers

The PHCD Finance Committee may at any point in time deem it necessary to source new investment manager(s) for the PHCD portfolio. A formal Request for Proposal (RFP) will be prepared and circulated among known investment advisors. The RFP will include an explanation of PHCD's investment management requirements, a copy of the current IPS, brokerage statements and timeline for submission. The Finance Committee or an ad hoc committee formed by the Board of Directors, will be responsible for reviewing all RFP responses, interviewing the finalists, and selecting the new manager(s).

Appendix A

Investment Type	Maximum Remaining Maturity	Maximum Specified % Portfolio	Minimum Quality Requirements	Government Code Section
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40%	None	53601(g)
Commercial Paper: Non-pooled Funds	270 days or less	25% of the agency's money	Highest letter and number rating by an NRSROH	53601(h)(2)(c)
Commercial Paper: Pooled Funds	270 days or less	40% of the agency's money	Highest letter and number rating by an NRSROH	53601(a)(1)
Negotiable Certificates of Deposit	5 years	30%	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30%	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 daysL	20% of the base value of the portfolio	None	53601(j)
Medium-term NotesN	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20%	Multiple	53601(l) and 53601.6(b)
Collateralized Bank Deposits	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund	N/A	None	None	16340
Supranational Obligations	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)



Board Policy

Internal Controls Over

Accounting Transactions

DISBURSEMENTS

Risk: *Unauthorized Disbursements Errors in Recording Transactions*

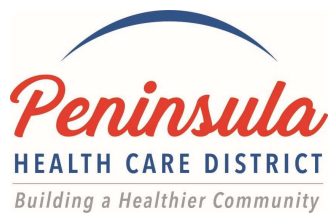
CONTROLS:

Physical Checks

- Check stock ordered by the Executive Assistant (EA) / Business Operations Coordinator (BOC)
- EA/BOC stores blank checks in a locked cabinet. Chief Executive Officer (CEO) can access the Cabinet.
- The Chief Financial Officer (CFO) / Treasurer cannot access checks.
- The EA/BOC will maintain a log documenting the dates and numbers of checks.

Issuance of Checks

- EA/BOC will date stamp invoices upon receipt and match them with supporting documentation. (E.g., Purchase orders and packing slips, Credit card bills with receipts, etc.) All invoices are scanned and emailed to invoices@peninsulahealthcardistrict.org. Staff Accountant (SA) will save to the shared drive (General/Admin/Invoice), naming the file by vendor name, invoice number or identifier, and amount.
- SA reviews invoices for all required supporting documentation and the accuracy of calculations.
- SA enters all invoices attached with a copy of the invoice into Intacct Accounting Software. Intacct will route each bill to the Department Manager, then to the CEO, for final review and approval of the invoice and supporting documentation. Audit trail of who and date approved are logged in Intacct.
- If the Department manager is unavailable, the CFO will approve the invoices on the manager's behalf.
- Once the invoice is fully approved, SA prepares a check run and requests the EA/BOC to load checks into the printer and provide the beginning check number.
- EA/BOC records the date and check numbers to be printed with initials.
- The CEO's electronic signature will be printed on the checks. A second signature will be required if it is over \$25K.
- EA/BOC will scan and save all checks in the shared drive.



Note: The Board Chair and the Finance Committee Chair are authorized to carry out the authorization and signature procedures above should a check be required and the CEO is unavailable.

- EA/BOC mails checks to vendors.

Note:

- *Payments are made from invoices, not from statements.*
- *Checks are written weekly.*
- *Checks greater than \$25,000 require two signatures on file with the bank, with one signature from an authorized Board member [Board Chair, Director Chair of the Finance Committee and CEO]*
- *The CFO maintains Voided checks in a separate locked file for sequence verification.*

Wire Transfers

- Bank wires require TWO Authorized Individuals to approve amounts over \$ 1 million.
- Authorized individuals include the Board Chair, Finance Committee Chair, and CEO

Bank Reconciliation

- The CFO receives all unopened bank statements.
- SA prepares the bank reconciliation and follows up on checks that have not cleared.
- SA files a copy of bank reconciliation and bank statements in the current year's work paper Binder.

Internal Review

- The Bank Transactions report from Intacct Accounting Software is provided to the Board for monthly approval.
- CEO reviews the bank reconciliation quarterly.

If SA is unavailable, the CFO will assume their responsibilities.

CASH RECEIPTS

Risk: *Misappropriation
Errors in Recording Transactions*

CONTROLS:

Receipt and Deposit of Checks

- EA receives checks by mail or dropped off in-person.
- EA scans to the shared drive (General/Accounting/Deposits), stamps documents with the date received, and drops them in the lockbox.
- BOC endorses the back of each check using a bank stamp with the account information for



deposit.

- BOC deposits checks remotely through the Bank's Remote Desktop machine or in person at a Branch.

Note: Checks held overnight are kept in a lockbox with limited access.

- BOC prepares a deposit report for the CFO with copies of checks and supporting documents.
- The CFO keeps the original checks.
- If the deposit is made in person at the Branch, a copy of the checks and deposit receipt will be given to the CFO.

Note: When the BOC is unavailable, the CFO will make the deposits per the procedure above.

Recording Deposit in Financial System:

- SA records deposit into Intacct Accounting Software.

Bank Reconciliation:

- The SA prepares the bank reconciliation (see above).

Internal Review:

- The CFO reviews deposits for expected payments.
- CEO reviews bank reconciliation quarterly.

Deposits received automatically:

- Some deposits are received via wire transfer or ACH transfer. The CEO and the CFO receive notification by email.
- Copies of these notifications are sent to the CFO, who verifies by checking the bank transactions online.
- Copies of these notifications are saved electronically in the shared drive in the deposit folder.

If the SA is unavailable, the CFO will assume their responsibilities.

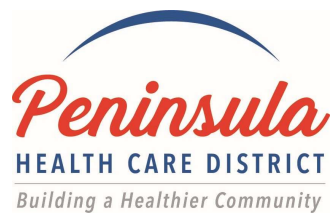
PAYROLL

Risk: Unauthorized Disbursements Errors in Recording

CONTROLS:

Hiring

- The Board approves employee positions, salaries, and benefits through the Budget process.
- The Board approves any out-of-budget staff additions or reductions.



- CEO approves the Notice of Employment form, indicating the date of hire and salary.
- The CFO receives information on New Hire and/or Employee status/salary/benefit changes from the CEO. CFO to make changes in Paychex accordingly.
- CEO obtains forms W4 and I9 and supporting documents from new employees and places them in the employee file. Copy of W4 goes to CFO.
- CFO updates CalPERS "pay schedule" after Board approves new position

Timesheets

- Employees prepare and certify bi-monthly timesheets through Paychex Time & Attendance.
- Requests for PTO or Leave will be submitted through Paychex and approved by their manager.
- Managers approve subordinates' timesheets. An audit trail is logged in Paychex.
- The CFO processes payroll through Paychex.
- Payroll periods are the 1st through the 15th and 16th through the end of the month.

Preparation of Payroll

- An outside service, currently Paychex, prepares payroll.
- The outside service agency prepares all government-required deposits and reports.
- Paychecks are issued on a direct deposit basis.

Approval of Payroll

- CFO receives Paychex unopened envelope with payroll register, withholding, and employee direct deposit confirmation.
- The CFO emails the payroll journal to the CEO for review and approval.
- The CFO distributes individual employee deposit confirmation information.

Recording of Payroll in Financials

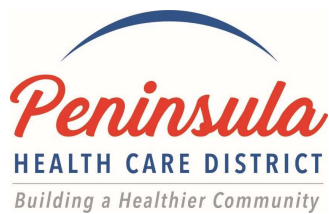
- CFO records payroll transactions in Intacct
- The CFO confirms that any payroll changes sent to Paychex were correctly changed in the system.

JOURNAL ENTRIES

***Risk: Unauthorized Entries to Financial Statements
Override of Internal Controls Errors in Recording***

CONTROLS:

- The CFO provides entries and supporting documentation to the CEO.
- CEO reviews and approves Journal Entries quarterly with initial and date.
- CFO files original Journal Entries in the current year's work paper binder.



FIXED ASSETS

Risk: Disposals of Assets without Notification to the District. Errors in recording transactions

CONTROLS:

- CFO prepares and maintains the Fixed Asset Listing and depreciation schedule in Intacct
- CFO records in Intacct all additions, deletions, and depreciation

FINANCIAL STATEMENTS

Risk: Errors in Recording Transactions

CONTROLS:

Financial Statement Preparation:

- CFO prepares Financial Statements.

Internal Review

- The CFO provides the CEO with monthly checking account details.
- The CFO provides the CEO with the Quarterly Financial Statements, supporting documents and schedules, and a detailed General Ledger for review and approval.
- All transactions are entered into the District's Accounting System (Intacct).
- All transactions are supported by documentation.
- Financial Statements include Actual Current Quarter and YTD columns and Budget for the current quarter, year to date, and annual columns.

FINANCIAL AUDITS

The above procedures represent the District's system of internal controls. The District requires an annual audit by an independent Certified Public Accountant. The audit is not a substitute for the District's internal controls.

REVIEW AND REPORTING

The CEO and CFO shall review and assess these internal controls annually and consult with the District's outside auditor on any recommended additions or modifications.

The CEO and CFO shall make an annual report to the Board of Directors concerning their annual assessment of the internal controls.



Revised February 11, 2019

Revised January 28, 2021

Approved March 23, 2022

Approved October 24, 2024

Reviewed by Finance Committee February 10, 2026



DATE: March 26, 2026
TO: PHCD Board of Directors
FROM: Ana M. Pulido, CEO
Re: Via Heart AED Program

BACKGROUND

In partnership with Via Heart Project, the Peninsula Health Care District proposes a comprehensive AED program that integrates device placement, ongoing maintenance, compliance management, and community training. The program builds on an existing relationship with PHCD and demonstrated outcomes, including:

- Placement of 135 AEDs across the district
- Training of 716 community members through 67 sessions
- Management of over 3,100 AEDs nationally to ensure compliance and readiness

The proposal transitions from a grant-based model to a district-sponsored, scalable prevention program under PHCD's Targeted Prevention Program.

ASSESSMENT OF NEED

The proposal addresses a well-documented public health gap:

- Sudden cardiac arrest (SCA) survival is highly time-sensitive, with brain injury beginning within 4–6 minutes and EMS response often exceeding that window
- National survival rates (~10%) can increase to over 48% with public AED access and trained bystanders
- Barriers to AED adoption include cost, compliance complexity, and maintenance gaps

This program directly aligns with PHCD priorities by:

- Expanding preventive, community-based health infrastructure
- Targeting underserved and high-need populations
- Advancing health equity through improved access to life-saving technology



PROGRAM STRENGTHS

1. Comprehensive Lifecycle Management

The program moves beyond one-time AED placement by ensuring ongoing compliance, readiness checks, supply replacement, and regulatory alignment.

2. Data-Driven Deployment Strategy

A community-wide needs assessment ensures targeted placement and resource allocation, reducing redundancy and maximizing impact.

3. Training and Community Engagement

CPR/AED training increases bystander intervention rates, a critical determinant of survival.

4. Scalable Sponsorship Model

The district-funded structure removes financial barriers for community organizations while maintaining accountability through enrollment criteria.

5. Proven Performance

Via reports a 99% compliance rate and survival outcomes exceeding national averages, indicating operational maturity and effectiveness.

BUDGET

Year 1 Estimated Cost: \$80,500 – \$110,500

Key components include:

- Outreach and program setup
- AED program sponsorship and acquisition
- Cabinets, supplies, and training

Ongoing Costs (Year 2+):

- Annual maintenance and compliance costs
- Additional funding based on further expansion and training needs

RECOMMENDATION

It is recommended that the Board approve the Via Heart Project Community AED Program Proposal.



Peninsula Health Care District and Via Heart Project Community AED Program Proposal

Collaborating to provide access to AEDs, Comprehensive AED Management, and Training to the Peninsula Health Care District Community by removing barriers to AED ownership.

Assessing the needs of the District to provide AEDs, AED management, support, and education as part of the PHCD Targeted Prevention Program.

Program Summary

Via Heart Project is an established leader in comprehensive community AED management. Via currently manages more than 3,100 AEDs to ensure that AEDs are in compliance and rescue ready. Since receiving our first community grant from the Peninsula Health Care District in 2016, we have trained 716 community members via 67 training sessions, and have placed 135 AEDs throughout the district boundaries, helping to make the PHCD community safer by ensuring lifesaving devices are ready and accessible when needed.

Via and PHCD staff have discussed some of the obstacles and barriers that prevent sites in the community from owning, managing, and maintaining AEDs. This proposal asks for PHCD's support outside of the community grants process, and through the District's Targeted Prevention Program, to collaborate and remove those barriers by establishing an ongoing community AED program.

This strategic partnership will allow us to build a long-term, sustainable program to provide the vital support needed to ensure AEDs are available to the community, that they are ready for use in an emergency, and that people are aware of their existence and ease-of-use. This program begins with outreach to conduct a community-wide needs assessment so that we can provide targeted support to remove the barriers to AED ownership and maintenance. Through this program, we plan to make the community safer and more informed through proactive, lifesaving strategies. This program will:

- Identify sites that still need an AED;
- Locate existing AEDs that are not currently enrolled in a professional management program;
- Provide missing supplies/equipment for sites that enroll;
- Provide on-site CPR/AED training classes, where needed;
- Conduct CPR/AED training sessions for the community at the PHCD office, or site TBD (classes to be announced to the community in advance and sign-ups required).

The results of this assessment will guide new AED placements, the enrollment of existing AEDs into Via Heart Project's maintenance program, and the delivery of tailored CPR/AED training where needed. With PHCD's continued partnership, we can remove one of the greatest barriers to AED ownership—cost—and ensure these devices remain functional, accessible, and ready to save lives across the PHCD community.

Summary of Need

While awareness of AEDs and their importance has grown significantly since our program began, many community organizations continue to face challenges in purchasing and maintaining AEDs. Cost, confusion about compliance, and lack of understanding of the need for ongoing maintenance often prevent sites from placing AEDs or maintaining them properly long-term.

The only thing worse than not having an AED is reaching for one in an emergency and finding it nonfunctional. Via Heart Project is determined to eliminate this potentially catastrophic scenario by making AED placement, ownership, and maintenance simple and affordable. By partnering with PHCD to remove barriers to AED ownership and provide training and education for the community, we can ensure AEDs are always rescue-ready and that community members feel confident and empowered to respond to a cardiac emergency.

Over 350,000 cases of out-of-hospital sudden cardiac arrest (SCA) occur annually in the United States, claiming more lives than breast cancer, lung cancer, prostate cancer, and AIDs combined. Approximately 23,000 of these cases occur in children under 18, and 5,000–10,000 youths die each year from SCA.

Brain death begins within 4–6 minutes of cardiac arrest and, as even the best ambulance response times range from 6–11 minutes, often longer in rural or high-traffic areas, early access to AEDs and bystander CPR dramatically improve survival: communities with public access AED programs have seen survival rates rise from the national average of 10% to over 48%. Everyone deserves access to early defibrillation, a key link in the chain of survival, regardless of income, race, religion, or gender identity. Yet, cost and lack of awareness create barriers to implementing life-saving AED programs, as many sites cannot afford AEDs or the maintenance programs needed to ensure their sustained readiness. Further, communities of color are significantly less likely to receive bystander CPR, contributing to preventable disparities in survival.

Together we can address these inequities by placing AEDs in publicly accessible locations throughout the District and providing CPR/AED training to community members. By targeting locations that may otherwise lack resources, such as low-income neighborhoods, small businesses, libraries, city/county/law enforcement agencies, schools, and places of worship, we can increase access to lifesaving technology and the confidence to use it for all residents.

Further, a unique aspect of our model is our AED maintenance program, which transforms organizations from one-time recipients of AEDs into long-term partners. This program ensures each AED remains fully functional and compliant through monthly readiness checks, battery and electrode replacement, training oversight, and medical direction. By managing the lifecycle of each device, we help our partners build lasting infrastructure and capacity for emergency response. This relationship is not transactional—it reflects our belief that health equity requires

sustained investment—not one-time interventions. Through long-term engagement, we build capacity, confidence, and resilience within the communities we serve, and we stand beside our partners year after year to maintain readiness, ensuring their communities remain HeartSafe.

Program Goals

The overarching goal of our program is to prevent death from SCA by increasing access to early defibrillation via the placement of more AEDs in the community, ensuring those AEDs maintain sustained readiness, and training bystanders to respond with CPR and AED use.

According to the CARES (Cardiac Arrest Registry to Enhance Survival) 2024 Annual Report, 13.0% of patients who received bystander CPR survived to discharge compared to 7.6% of patients that did not receive bystander CPR. Additionally, 47% of patients who had a bystander apply an AED survived to discharge, while those who did not receive defibrillation until EMS arrived had an average survival to discharge rate of 27%. This dramatic increase in survival between patients who did and did not receive first defibrillation by a bystander illustrates the critical importance of AEDs in the community and people who are trained to use them, as each minute that passes without defibrillation leads to a 7-10% decrease in the chance of survival.

The same report shows that bystanders applied AEDs in 12.6% of public SCA cases nationwide, and in 9.9% of public SCA cases in California, specifically. While these numbers demonstrate a serious lack of public AED use, they have increased from the 2023 statistics, which reported 11.7% nationwide bystander AED use and 9.1% in California, suggesting that awareness and use of AEDs and bystander CPR is improving.

To work towards increasing the SCA survival rate in the PHCD community, this program will allow us to:

- 1) Identify the gaps in AED coverage throughout the community – i.e., what locations (nonprofits, small businesses, places of worship, public schools, city/county/law enforcement agencies, libraries, etc.) still need to place their first AED, or need additional AEDs to provide adequate coverage.
- 2) Identify sites that already have AEDs in place but are not enrolled in a professional and comprehensive AED maintenance program.
- 3) Use the above information to place AEDs, enroll existing AEDs in our program, and provide CPR/AED training, as needed.

Via Heart Project has a proven track record of increasing SCA survival rates through our community AED programs. Our clients have a 99% compliance rate, and patient survival due to the use of AEDs in our program is over 48%.

By partnering with PHCD to continue expanding the PHCD HeartSafe Program through our targeted outreach and site-specific support, our goal is to continue to defy the national SCA survival rate of only 10.2% and further enhance the emergency preparedness of the PHCD community.

Since 2010, Via Heart Project has run large-scale, comprehensive AED programs with health care and hospital districts, where the district sponsors the program for the community they serve. Our partnerships in San Mateo and Monterey Counties, which this proposal is adapted from, currently provide enrollment in our comprehensive AED management program for approximately 1,000 AEDs.

With ongoing PHCD sponsorship, we can create this type of program in the PHCD community to ensure sites are able to afford to place, maintain, and manage AEDs for the long term, no longer allowing cost and access to be an obstacle to having an AED for religious organizations, community centers, non profits, schools, libraries, city/county/law enforcement agencies, and other organizations where costs have made a comprehensive AED program out of reach.

AEDs in District boundaries can be enrolled in the program based on the criteria the sponsor determines, such as being a specific type of organization (e.g., non profits, city/county/law enforcement agencies, churches, community locations, schools), meeting training requirements, and agreeing to the terms of enrollment, or it could be open to anyone. Once the program is implemented, the District will pay Via on an annual basis for all AEDs enrolled in the program. The enrolled sites then pay only for supplies when they expire. Sites pay no fee for enrollment in the program and stay enrolled as long as they are compliant. Via has an excellent track record of supporting sites so that enrollment and ongoing compliance is easy.

Sponsorship summary:

- District is billed for initial program setup and implementation at beginning of Year 1;
- Once program is implemented and established, the District is billed annually for each AED in the program;
- Existing community AEDs are added to the program based on the criteria set by the District;
- Existing community AEDs added mid-year are billed at a pro-rated amount;
- New AEDs will be placed based on PHCD funds allocated for new placements per year/cycle (new AEDs purchased from Via will include the first year of our maintenance program for no additional cost)
- Sites are billed for new supplies upon expiration;
- Training can be billed to the District or the site;
- Newly installed indoor wall cabinets will have a custom PHCD acrylic window.

Summary of Via's responsibilities and services to clients enrolled in the program:

- Determining how many AEDs a site/location may need (based on reviewing site maps, number of people on site regularly, site use and activities);
- Suggesting the best placement for AEDs at their locations (for easy and quick accessibility to get the AED across the campus in 2 – 4 minutes);
- Ensuring initial compliance (registering the AEDs with the proper agencies [EMS, PSAP], proper signage, rescue kits with the AEDs, staff notifications, etc);
- Ensuring ongoing compliance (working with the sites to assign site administrators who will perform and log monthly 5-minute AED readiness checks);
- Working with site contacts to replace supplies (either just before the installed supplies expire, or when the AED is used and needs replacement supplies);
- Managing any AED manufacturer recalls or updates;

- Retrieving usage data from the AED when it is used and having it reviewed by our medical director, then getting the AED back to the site with fresh supplies.

With PHCD's continued partnership, Via Heart Project will ensure that AEDs are not only placed in the community where needed, but that AEDs are also maintained properly and ready to save lives for years to come. Together, we can remove cost and uncertainty as barriers, build community confidence through training and expert support, and strengthen the chain of survival across the PHCD community.

Summary of Program Implementation

With PHCD funds, Via Heart Project will:

- **Develop and launch a Peninsula Health Care District Community AED Program page on the Via Heart Project website:**
 - Via will create and launch a dedicated PHCD Community AED Program webpage on our site;
 - It will include information about the program, support available, criteria for enrollment, and what the site will be responsible for;
 - Requests from the community for AED placement, training, and/or AED maintenance will be made through an intake form/application;
 - Criteria for consideration will be created at the direction of, and in partnership with, PHCD.
- **Begin program setup and initial outreach through a community-wide needs assessment:**
 - Engage community sites to identify AED needs;
 - Outreach will be targeted to those sites who meet the criteria to be awarded District funds, such as nonprofits, places of worship, small businesses, city or county facilities, libraries, schools, and other community organizations, as determined in the eligibility criteria;
 - Via will collaborate with PHCD to get the word out to the community that this program is available and open for enrollment;
 - The link for the PHCD Community AED Program webpage can be shared via email, PHCD newsletters, website, social media, etc.
- **Analyze assessment data:**
 - Via will review requests to verify eligibility and need;
 - Via will identify coverage gaps and allocate resources accordingly:
 - Sites that need to enroll existing AEDs;
 - Sites that need to place their first AED, or sites that need additional AEDs to provide adequate coverage;
 - AED costs will vary based on the needs of the site (e.g., standard AED vs AED with pediatric and/or bilingual [English-Spanish] buttons);
 - Via will select the most cost-effective AED for the site based on their needs and AED manufacturer availability;
 - The first year of our maintenance program will be included for new AEDs purchased from Via;

- Provide CPR/AED training, as needed.
 - Based on the site and site usage, Via will determine if an AED cabinet is needed:
 - Via will assist sites in selecting the right cabinet for where their AED(s) will be placed (i.e., indoor, standard outdoor, or locked outdoor integrated with 911 dispatch).
 - Sites will be required to accept the terms of program inclusion, such as keeping AEDs in compliance by performing required readiness checks, purchasing and installing supplies upon expiration, not relocating AEDs outside of District boundaries, and cooperatively working with Via to ensure the readiness of their AEDs related to maintenance, recalls, or updates to the device.
 - Note - We suggest that existing AEDs in the community that are over 15 years old not be enrolled in the program. These AEDs should be replaced to ensure ongoing functionality. If any AEDs of this age are identified, we will work with the sites on replacement and enrollment of the new AEDs.
- **Provide tailored support and implementation:**
 - For eligible sites needing to place their first AED, additional AEDs, or replacement AEDs, Via will collaborate with site staff and perform virtual site assessments to recommend AED model, quantity, and placement based on the site's specific usage, needs, and population;
 - Ensure sites have the number of AEDs needed, and that new and existing AEDs have proper cabinets/storage, AED wall signs, rescue kits, supplies, etc.,
 - Enroll new and existing AEDs in our comprehensive maintenance program and add on-site users to our management system;
 - Provide CPR/AED training – hands-only sessions.

By meeting each site where they are, whether they need their first AED or professional management of existing ones, we will strengthen the chain of survival in the PHCD community and set sites up for long-term success.

To Be Determined with PHCD

Program Parameters & Eligibility Criteria

Via will work with the District to determine the parameters of the program:

- Criteria for enrollment:
 - Who will be eligible to enroll? We suggest non profits, libraries, churches, community centers/parks, athletic facilities, city and county sites, law enforcement agencies, schools, and possibly small community owned businesses.
 - Any other eligibility criteria?
- Budget for new AEDs
- Training:
 - Criteria for determining what sites will receive hands-only training paid for by the District;
 - Determine if the District will be sponsoring/hosting community classes and, if so, how many per year and where will they be held?

Program Funding:

Outreach: \$20,000

- **Year 1** - Community outreach, site needs assessment, and initial program setup. This setup cost will only be incurred in year one.

Sponsorship of AEDs in program: Initial \$10,000 for the first 50 AEDs enrolled

- **Year 1** - Each AED enrolled in the program will be included at a rate of \$200 per AED, per year, renewed annually:
 - AEDs added during the cycle will be billed at a prorated rate.
 - For year one, \$10,000 initial investment will allow 50 AEDs to enroll in the program. Once we enroll 50, we will request a second investment of \$10,000 to allow for more AEDs to be enrolled.
- **Year 2 & beyond** - Via will bill annually for AEDs enrolled (\$200 per AED) + pro-rated enrollment for AEDs added during the year (billed as AEDs are added).
- **Replacement supplies as part of the program**
 - Community sites will be responsible for purchasing replacement supplies upon expiration. Sites will be billed directly prior to shipment.

New AEDs (PHCD will determine the budget for AEDs) \$20,000 - \$50,000

In consultation with the site staff, Via will review the location and needs of the population where the AED is to be placed to determine if English-Spanish and/or pediatric functions are needed. We will suggest the most cost-effective option for sites based on usage.

The District can determine a pre-set amount for the year. We believe an initial allocation of \$20,000 for year one is a reasonable start, and can be reevaluated if the need is significantly greater. \$20,000 will place between 7-10 AEDs.

Cost of AEDs: January 2026 pricing, subject to change

- Philips Onsite \$1,650- (Most economical AED)
- Lifepak CR2 USB \$2,295- (standard pediatric button - no special pads needed, shock energy reduced at the touch of a button)
- Lifepak CR2 eng-span \$2,760- (pediatric button - no special pads needed, shock energy reduced at the touch of a button; device switches from English to Spanish with the touch of a button)
- Cardiac Science G5 \$2,245- (device switches from English to Spanish with the touch of a button)
- Shipping cost is \$45 per AED.

All new Via AEDs include a carry case, battery, 2 sets of electrode pads, rescue kit, and the first year of maintenance.

Cabinets \$15,000

Cabinets will be needed for newly placed AEDs and for sites with existing AEDs without proper storage. Needs vary between a carry case (mobile units), indoor, outdoor, or locking outdoor cabinets with 911 integration (for public parks/spaces where needed).

- Indoor wall cabinet & wall sign: \$235.00 + \$35 shipping (with custom PHCD acrylic)
- Outdoor wall cabinet & wall sign: \$575 + \$35 shipping
- Outdoor locking, 911 integrated cabinet (as needed/requested) & wall sign: \$1,200 + \$85 shipping

All cabinets include a 3D wall sign to be installed above the cabinet for enhanced visibility.

Existing AEDs with missing components and supplies \$5,000

For existing AEDs that enroll in the program, we will ensure that each has up-to-date supplies, a rescue kit, proper signage, and a wall cabinet, bracket, or mobile case.

- 3D wall sign \$15
- Rescue kit \$29
- Secondary pads (cost depends on AED make and model)
- Cabinet or bracket (costs vary as noted above)

Training \$10,500

- **Class Type 1 – Hands Only CPR/AED classes: \$10,500 (15 classes @ \$700 each)**

Hands only CPR/AED Training (preferred and appropriate for most locations)

No certification

60-90 minutes, based on class size

Up to 30 students

\$700 per class

Note: These classes can be at community sites, or at the PHCD office with general community sign up.

Note: Middle school student training program also available, if desired.

Note: Training budget can be increased, as needed.

Funding Summary:

\$20,000 Outreach: One-time, initial program setup and outreach by Via staff

\$10,000 Program Sponsorship: For initial 50 AEDs enrolled

\$20,000-\$50,000 AED Placement: \$20,000 to begin will place between 7-10 AEDs

\$15,000 Cabinets: Predetermined amount allocated for cabinets

\$5,000 Supplies and missing parts: Predetermined amount allocated for missing AED supplies and other items

\$10,500 Training: Predetermined amount allocated for training sessions

YEAR ONE TOTAL: \$80,500 - \$110,500

YEAR TWO & BEYOND: based on AEDs enrolled, and District's allocation of funds for new AED placements/replacements and training

Conclusion

A continued partnership between PHCD and Via Heart Project will build on a decade of proven success to ensure AED access, readiness, and preparedness across the PHCD community. By maintaining flexibility to address needs as they are identified, PHCD funding will allow Via Heart Project to allocate resources where they will have the greatest impact, ensuring every site is supported effectively.

This program has the potential to impact and serve all residents in the PHCD community. We know that well-maintained AEDs and CPR/AED-trained community members have a positive impact on the community as a whole – whether it's the increased awareness of AEDs and seeing more installed out in the community, or the feeling of empowerment in knowing how to use one along with CPR to save a life, the knowledge that the community is prepared to act if an emergency strikes is a benefit and comfort to all. We look forward to the opportunity to collaborate with PHCD in this next phase of the HeartSafe Program, and to advance our shared mission of promoting community health.



1016 Laurel Street
San Carlos, CA 94070-3919

650-421-2155 Phone

www.seqhd.org

To: Ana Pulido, CEO Peninsula Healthcare District
From Pamela Kurtzman, CEO Sequoia Healthcare District
Date: February 2, 2026
RE: Recommendation of Via Heart Project

Dear Ms. Pulido,

Since 2011, Sequoia Healthcare District (SHD) and Via Heart Project have partnered to implement, manage, and expand the HeartSafe Program in our community. Through this partnership, SHD has funded the placement of automated external defibrillators (AED's), training for participating sites, and enrollment in Via Heart Project's comprehensive AED maintenance program, reducing the cost and administrative burden of AED ownership while ensuring devices remain rescue-ready.

Via Heart Project currently manages 352 AEDs enrolled in the SHD program, spanning 164 locations and supporting approximately 874 users. Defibrillators are located in schools, athletic fields, law enforcement vehicles, libraries, youth sports programs, community pools, fire departments, after-school programs, city and county buildings, churches, and nonprofit organizations, ensuring broad and equitable access where people live, work, and gather.

Recently, SHD replaced 128 AEDs that had exceeded their service life, installed 26 new AEDs, and added 21 CE-TEK outdoor cabinets in parks and school fields. These publicly accessible cabinets, integrated with 911, significantly enhance community emergency response readiness. Via Heart Project's proactive communication, reliable project management, and technical expertise were critical to the success of this work.

Throughout our partnership, Via Heart Project has proven to be a trusted and highly capable partner. Their team is professional, responsive, and consistently delivers excellent customer care while ensuring all enrolled devices remain properly maintained and rescue-ready. In partnership with Via Health Project, I'm confident PHCD would experience the same level of collaboration, program quality, and impact that SHD has realized.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Kurtzman", is written over a light blue horizontal line.

Pamela Kurtzman
Chief Executive Officer
Sequoia Healthcare District



**California Special
Districts Association**

Districts Stronger Together

RECEIVED

FEB 24 RECD

BY: _____

DATE: February 9, 2026

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2027 - 2029 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2026. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
 Fax: 916.442.7889
 E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026. The successful candidates will be notified no later than July 31, 2026. All selected Board Members will be introduced at the CSDA Annual Conference in Palm Desert, CA in August 2026.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat C – Fred Ryness, Director, Burney Water District*
Sierra Network	Seat C – Pete Kampa, General Manager, Groveland Community Services District*
Bay Area Network	Seat C – Antonio Martinez, Director, Contra Costa Water District*
Central Network	Seat C – Curtis Jorritsma, General Manager, Hilmar County Water District*
Coastal Network	Seat C – Vince Ferrante, Director, Moss Landing Harbor District*
Southern Network	Seat C – Nikki Winslow, District Director, Altadena Library District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 9, 2026. All votes must be received through the system no later than 5:00 p.m. July 24, 2026.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 24, 2026** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 9, 2026 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2027-2029 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

Title/District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2026 at 5:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

4. List your involvement in civic and/or non-profit organization:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



2026 Board of Directors by Networks

Northern Network

Greg Orsini, *McKinleyville Community Service District*
 Fred Ryness, *Burney Water District*
 Kevin Phillips, *Paradise Irrigation District*

Sierra Network

Steve Palmer, *Donner Summit Public Utilities District*
 Pete Kampa, *Groveland Community Services District*
 Noelle Mattock, *El Dorado Hills Community Services District*

Bay Area Network

Kathryn Slater-Carter, *San Mateo County Harbor District*
 Ryan Clausnitzer, *Alameda County Mosquito Abatement District*
 Antonio Martinez, *Contra Costa Water District*

Central Network

Curtis Jorritsma, *Hilmar County Water District*
 Patrick Ostly, *North of River Sanitary District*
 Lorenzo Rios, *Clovis Veterans Memorial District*

Coastal Network

Scott Duffield, *Heritage Ranch Community Services District*
 Vincent Ferrante, *Moss Landing Harbor District*
 Elaine Magner, *Pleasant Valley Recreation & Park District*

Southern Network

Don Bartz, *Phelon Pinon Hills Community Services District*
 Jo MacKenzie, *Vista Irrigation District*
 Nikki Winslow, *Altadena Library District*



Strategic Plan Update Board Report

November 2025 - February 2026

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Strategic Goals at a Glance

1 Preventive Health



Preventive Health One-Year Goals

- 1.1 Sponsor Community Health Events
- 1.2 Conduct Vaccination Programs Needs Assessment
- 1.3 Blue Zones Research & Integration
- 1.4 Conduct Substance Use Needs Assessment
- 1.5 Conduct Health Screenings Needs Assessment
- 1.6 Develop Programming & Increase Membership for the Health & Fitness Center

2 Mental Health



Mental Health One-Year Goals

- 2.1 Launch allcove™ San Mateo
- 2.2 Develop SMC Youth Mental Health Strategic Plan
- 2.3 Review Care Solace Program Impact
- 2.4 Participate in Mental Health Events
- 2.5 Diversify Youth Advisory Group
- 2.6 Conduct Senior Mental Health Needs Assessment

3 Dental Health



Dental Health One-Year Goals

- 3.1 Review Financial Model & Long-Term Sustainability
- 3.2 Provide Access to Oral Health Care & Education

4 Integrated Services



Intergrated Services One-Year Goals

- 4.1 Define Community Hub Programs, Services & Financial Sustainability Model
- 4.2 Review & Assess Grants Program
- 4.3 Increase Occupancy at The Trousdale Assisted Living Facility

Report Highlights

Preventive Health

- Established a **new partnership with San Mateo–Foster City School District** to expand **health education** programming through the Parent Venture series, broadening reach to families across additional schools.
- **Blue Zones initiative advanced into implementation, with expanded leadership, Steering Committee priorities set, and a public launch including a website and front-page media coverage.** Community engagement is underway through **multi-city stakeholder sessions and upcoming countywide activation events** (keynote, roundtables, and assessments).
- **Youth heart screening program expanded, screening 274 participants** with critical early detections (e.g., abnormal ECGs, follow-up echocardiograms).
- **Health & Fitness Center reached 400 members and 2,820 monthly visits, supported by 18 weekly classes** driving strong community engagement and participation.

Mental Health

- allcove San Mateo demonstrated strong utilization with **512 service visits, 747 drop-in visits, and 92 new youth enrolled.**
- Strong engagement through programming and outreach, including **40 events, 71 activities, 191 tours, 1,300+ materials distributed, and two new school district MOUs** to support referrals.
- Hosted a successful two-year anniversary event (**170+ attendees**) **celebrating model integrity, with participation from community partners and Mayor Adam Loraine.**
- Advanced allcove revenue diversification, **generating \$9.6K from 63 claims** while expanding insurer partnerships and progressing toward county funding through PIVOT.
- **Expanded the Community Consortium to include youth, parent organizations,** and mental health partners, strengthening cross-sector collaboration and community representation.
- Mental Health Strategy for children advanced via **partnership with Maro for early identification and screening** across multiple school districts.

Dental Health

- Provided **oral health screenings to 1,153 children and 54 seniors,** strengthening early detection efforts and increasing awareness of preventive dental care across the community.
- Leadership transition at Sonrisas, with a **new CEO evaluating operations and focused on financial sustainability and growth,** including increasing service visits and exploring expansion opportunities.

Integrated Services

- **\$3M in grants awarded to 44 organizations** at the District's annual grant awards ceremony, aligning investments with preventive health, mental health, and healthy aging priorities.
- **Trousdale Assisted Living near full occupancy (96.8%),** driven by tours, outreach, and community programming.

1.1

Community Health Events

Partner and host community health resource events.

Parent Venture remains a valued partner in **delivering health education** to parents, expanding our reach to families with both high school and elementary-aged students. To support this strategy, we maintain ongoing partnerships with **San Mateo Union High School District** and **San Bruno Park School District**, while launching a new collaboration with **San Mateo-Foster City School District** for the 2025–2026 academic year.

For select health and wellness webinars during this period, see below:

- **Sexy Selfie Nation: Changing the Narrative Around Girls' Body Image** (December 4, 2025)

In this session, [Leora Tanenbaum](#), author of *Sexy Selfie Nation*, discusses how girls and young women should be able to stand up for themselves, experience a sense of bodily autonomy, and shape and share their image on their own terms.



- **Small Hearts, Big Fears: Addressing Anxiety and Emotional Health** (January 20, 2026)

CORAZONES PEQUEÑOS, GRANDES MIEDOS:

Enfrentando la ansiedad y la salud emocional

BRENDA CARRASCO, LCSW
TERAPEUTA, ONE LIFE COUNSELING CENTER



In this talk, presented in Spanish, Brenda Carrasco, LCSW, explores early signs of distress and anxiety in children, including fears related to immigration and the growing emotional challenges they face.

- **The Nine Grievs of Migrants** (February 18, 2026)

Michelle Remond, MA, migrant, grief companion and consultant, helps participants understand many of the complex feelings that migrants experience—and why it is normal to feel this way.



Enjoy full access to The Parent Venture's complete [Video Library](#) and archive of [Newsletters](#).

1.2

Vaccination Programs

Create a strategic framework by conducting research and an analysis of the District's health needs.

No update to report.

1.3

Blue Zones

Identify and implement opportunities for carrying out key components of the Blue Zone program across the District.

The Planning Team reconvened in January, successfully recruiting the Executive Director of Thrive Alliance and the CEO of SAMCEDA. The **Steering Committee** also met in January to establish priorities and provide strategic guidance on engaging a diverse set of stakeholders.

Since then, the **Planning Team has finalized and launched the [website](#) and distributed a [press release](#) to the *San Mateo Daily Journal*, where it was [featured on the front page](#) on March 4, 2026. The committee has also continued planning for a series of April events, including the keynote event (details below), value presentation, CEO roundtable, focus groups, and city tours.**

Community-led presentations were held in the cities of Burlingame, San Bruno, and San Mateo. City managers, councilmembers, chamber of commerce directors, and superintendents convened to present their respective cities' vision, health priorities, challenges, and opportunities, helping to sustain momentum in data collection for the Blue Zones report.

Blue Zones Keynote Event

Launching the Ignite Assessment in San Mateo County
 Tuesday, April 7, 2026, 5:00pm - 7:30pm
 College of San Mateo Theatre
 Registration: bluezonesignitesanmateokeynote.eventbrite.com



1.4

Substance Use

Review and analyze the community's need for substance education / intervention programs.

Following the success of the **Deterra Drug Deactivation System Pouch and Awareness Postcard Mailing Campaign**—a comprehensive effort to reduce accidental poisoning, medication misuse, and diversion of unused or expired prescriptions in the home—the District has continued distributing pouches through outreach and community events.

allcove San Mateo also continues to offer substance use counseling, prevention workshops, and educational programming.

1.5

Health Screenings

Increase visibility and Create a strategic framework by conducting research and an analysis of the District's health needs.

Heart Screenings for Youth and Young Adults (Ages 12–25)

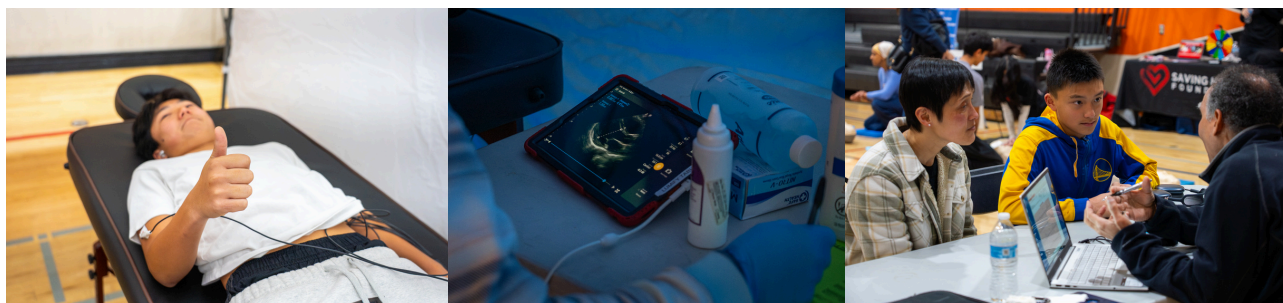
On February 21, 2026, PHCD, in partnership with the San Mateo Union High School District and the Kyle J. Taylor Foundation (KJTF), hosted its second free heart screening event at San Mateo High School for youth and young adults.

The event was supported by more than **40 dedicated volunteers**, including medical assistants, EKG and echocardiogram technicians, physicians, nurses, students, parents, and other community members.



Participation increased this year, with a total of 274 youth and young adults screened. Of those:

- **5 abnormal ECGs were identified**, including one case indicating a potential increased risk of sudden cardiac arrest (SCA)
- **8 echocardiograms (echos) were conducted** for further evaluation



These screenings play a critical role in early detection and prevention, helping to keep youth safe and healthy.

In addition to the screenings, **hands on CPR and AED training** was available to youth and parents, and the team shared information about other District programs, while allcove San Mateo provided mental health screenings and facilitated a youth activity as participants waited for their results.



The event was picked up by [KCBS-AM](#) thanks to media outreach and a well-crafted media advisory.

1.6

Health & Fitness Center

Increase visibility and membership to serve more of the community.

Health & Fitness Center Metrics:

- **Membership:** As of February 2026, HFC reached 400 members.
- **Facility Usage:** Monthly visits reached 2,820 in January 2026—a 35.8% year-over-year increase.
- **Revenue:** Increased from \$15,913 in January 2025 to \$20,002 in December 2025, (a 27.5% increase).
- **Group Fitness Participation:** Weekly attendance more than doubled, rising from 267 participants in January 2024 to 608 in January 2026, supported by 18 weekly classes.
- **Personal Training:** Demand increased from 5 sessions per month (June 2025) to 21 sessions per month (January 2026).

Over the past four months, the Peninsula Health Care District Health & Fitness Center has continued to expand its mission of promoting healthy aging, wellness education, and social connection for older adults in our community.

Through a combination of group exercise classes, educational talks, preventative health screenings, and social events, the center has remained an active hub for members seeking to improve both their physical and social well-being.

FITNESS PROGRAMMING

Fitness programming remained strong, featuring a consistent class schedule alongside the **introduction of new dance-based sculpt classes** led by the center's newest instructor, Jacqueline. Members have responded enthusiastically to her high-energy approach, and she has quickly become a regular instructor offering a variety of dance-based classes.

Movement is Medicine Initiative

January marked the launch of the center's Movement is Medicine initiative, a **month-long campaign** focused on the importance of regular physical activity for healthy aging. The **campaign featured a diverse schedule of group fitness classes and educational programming, emphasizing how movement supports strength, balance, and overall health.** Classes offered during this period included:

- Balance Fitness
- Rhythm & Sculpt
- Mat & Chair Pilates
- Tai Chi
- Chair Yoga
- Total Body Trifecta
- Strength in Numbers

New Program: Strong Beginnings

We introduced a new, six-week series, a **beginner strength training program**, called Strong Beginnings, designed for adults aged 55+. Aimed at those who are new to strength training or returning after time away, it provides a supportive environment to safely build strength and confidence. Participants learn:

- Proper posture and movement mechanics
- Safe warm-up and exercise techniques
- Foundational strength exercises using bodyweight, bands, dumbbells, and machines
- How to transition confidently into ongoing fitness programs

The **program includes pre- and post-assessments to track improvements** in functional strength, including chair stand tests, grip strength, and upper-body endurance.

Special Event: Turkey Circuit Challenge

A highlight of the month was the Turkey Circuit Challenge, a **special fitness event held on the fitness floor that combined strength, cardio, and flexibility exercises** using a variety of equipment. The event encouraged members to stay active during the holiday season while also enjoying refreshments and opportunities for social connection.

EDUCATIONAL PROGRAMMING

We focused on providing practical, relevant information to support healthy aging and informed decision-making this winter. Topics included **scam prevention, Alzheimer's awareness, Medicare open enrollment, and caregiving support, helping older adults navigate healthcare systems and protect themselves from financial and online fraud.**

Movement is Medicine Education Component

During the Movement is Medicine campaign, the center offered a range of educational sessions and social activities designed to strengthen understanding of the connection between daily habits and long-term health. Sessions included:

- Habit-building workshops
- Nutrition education
- Technology assistance classes to build confidence using smartphones, tablets, and digital tools for communication and access to services

Preventive Health by CSM Nursing Students

February programming continued the center's emphasis on preventive health and lifelong learning. Educational sessions led by College of San Mateo (CSM) nursing students covered:

- Hypertension and cholesterol management
- Recognizing cardiac and stroke emergencies
- Oral health and cardiovascular wellness
- Arrhythmia awareness
- Brain health and cognitive longevity



Featured Presentation

Peninsula Health Care District Board Member Henry Sanchez delivered an engaging presentation on how the body produces energy and activates muscles to create movement. His talk helped members better understand the science behind physical activity and the importance of regular exercise for maintaining strength and vitality with age.



SOCIALIZATION

Holiday Programming and Community Events

December featured a range of festive, community-focused activities that brought members together to celebrate the holiday season. Activities included holiday **crafts**, **dance performances**, and a **special comedy show by an award-winning comedian**.

The center also **hosted its End of Year Celebration**, which included games, mini golf, trivia, and a community potluck. Members contributed messages to a “Gratitude Wall,” reflecting on positive experiences from the year. The event strengthened community connections and encouraged members to bring friends and caregivers to the center.



Member-Led Engagement

The HFC Assistant Manager led a group of members in a holiday dance performance, delivering an impressive routine after only three practice sessions. This performance highlighted the confidence, creativity, and camaraderie fostered within the center.

Cultural Activities

Cultural programming offered diverse opportunities for creativity and learning. Members participated in:

- An artistic nature **journaling session** focused on sketching techniques, led by a fellow member
- A **Valentine's Day ikebana workshop** exploring the traditional Japanese art of floral arrangement
- A **historical presentation by the Burlingame Historical Society** on the Easton family and their impact on the local community



Ongoing Social Opportunities

Beyond structured programming, the center continues to serve as a hub for social connection and community building. Recurring activities such as **trivia gatherings, knitting groups, meditation sessions, and film afternoons** provide meaningful opportunities for members to build friendships and reduce social isolation. These offerings are especially valuable for older adults seeking environments that support both social engagement and emotional well-being.

Read the Fitness Center's FY2025-26 Quarter 2 report, by [clicking here](#).

2.1

allcove™

Launch allcove San Mateo Youth Drop-In Center by Fall of 2023. Focus on attracting clients, quality care, service integration, and a financial sustainability model.

Services and Events

Between November and February, the center welcomed a steady flow of young people accessing services and utilizing the space outside of scheduled events.

allcove San Mateo Quarterly Metrics					
November 2025 - February 2026					
Total Visits # of Visits to allcove	Events # of Events Held at allcove	Service Visits Summary # of Visits for Services	Non-Service Visits Summary # of Non-Service Visits	Service Enrollment Summary # of Young People Complete Intake Clinical Assessments	Non-Service Enrolled Summary # of Young People Enrolled at allcove
1259	44	512	747	98	172

There were a total of **512 service visits**, reflecting ongoing engagement with mental health and supportive services. In addition, the center experienced **747 space utilization visits**, where youth came to study, seek informal support, or connect socially. These visits demonstrate that allcove continues to serve as a trusted and welcoming environment for young people in the community.

During this period, **92 new youth enrolled in services**, signaling increased awareness of and confidence in allcove San Mateo as a vital resource for youth wellness. Additionally, **280 event visits were recorded, including 102 first-time attendees**, highlighting the center's expanding community reach and continued ability to engage new youth.

From November through February, the allcove San Mateo team organized **40 events**, including five collaborations with community organizations and one partnership with a school club. Each event was intentionally designed to foster belonging, promote wellness, and encourage meaningful youth participation.

Collaborative events during this period included:

- **Message in a Bottle Workshop** – A hands-on activity with writer David Jacobson and artist Ellen Brook that combined art and creative writing.
- **Journal and Destress Creatively** – Hosted in collaboration with Burlingame High School's Academic Stress Club, students decorated journals and practiced reflective writing at this event.
- **Brushstrokes and Boba** – A painting and boba workshop held in partnership with the San Mateo Public Library.

- **Tech Safety in Relationships Workshop** – Presented with CORA, youth focused on digital safety and healthy relationship practices.
- **Essential Skills for Success** – Facilitated with San Mateo County’s Jobs for Youth program, participants identified their strengths and explored career pathways aligned with their skills.

Outreach & Community Engagement

The team delivered **71 outreach activities and 191 tours**, while strengthening partnerships with schools and community organizations by securing **two additional Memoranda of Understanding (MOUs) with San Mateo-Foster City School District and Burlingame School District**. These partnerships have allowed us to expand our classroom presence and collaborate directly with middle schools to deliver presentations, facilitate lunchtime activities, participate in tabling opportunities, and host school field trips at the center.

Presentations (39 Total)

The team delivered presentations about allcove San Mateo and youth wellness topics at the following locations:

- CSM Transfer Club Presentation
- Latino Parent Organization Spanish Presentation at Hillsdale High School
- Capuchino High School Latino Parent Organization Presentation
- Bowditch Middle School Interact Club Presentation
- Capuchino High School Newcomer Group Spanish Presentation
- Bowditch Pride Club Workshop on Self-Compassion
- Mills High School Health Class Presentations (x7)
- Burlingame Intermediate School Presentations (x4)
- Capuchino High School Presentation
- Community Networking Meeting allcove Presentation
- Bowditch Middle School 8th Grade Presentations (x7)
- San Mateo High School Multilanguage Presentation
- Capuchino High School Parent Teacher Organization Presentation
- YAASS Summit Presentation on Healthy Relationships
- Aragon High School Health Class Presentations (x7)
- Fiesta Gardens Presentation
- Eating Disorders Resource Week Virtual Body Positivity Presentation
- San Mateo High School Newcomer Presentation

Tabling Efforts (15 Total)

Tabling events allowed the team to distribute materials, connect with youth and families, and share information about accessing services at allcove San Mateo. This quarter, the team participated in the following events:

- Sana Sana Celebration in Foster City
- Oceana High School Wellness Tabling
- Borel Middle School Parent Teacher Conference Night
- Cañada College Welcome Week Tabling (x2)
- Oceana High School Health Fair
- Bowditch Middle School Resource Week
- San Mateo High School Lunch Tabling
- YAASS Summit Tabling
- Mercy Burlingame Self-Care Fair
- Edgewood Resource Fair
- PHCD Youth Heart Screening Event
- Career Café at Cañada College
- Eating Disorders Resource Week Tabling
- San Mateo Union High School District Career Expo

Activities at Schools and Partner Events (7 Total)

As part of deepening school partnerships, the team began exploring more consistent on-campus engagement opportunities. These interactive activities help build trust with students while strengthening relationships with school staff.

- Capuchino High School Lunchtime Activity
- Borel Middle School Lunchtime Activity (x2)
- Samaritan House LIFT Program Anniversary Thanksgiving Activity
- Terrarium Making Activity at Capuchino High School
- Bowditch Pride Club Self-Reflection and Goal-Setting Journaling Activity
- Origami Workshop at Capuchino High School

Events and Partner Activities Hosted at allcove (10 Total)

To bring more community members and partners into the center, allcove San Mateo continued to host meetings, field trips, and collaborative events. Our MOU with the San Mateo Union High School District has helped streamline coordination and strengthen these partnerships. This quarter, the center hosted:

- Hillsdale High School Field Trip and Keychain-Making Activity for Monolingual Youth
- Capuchino High School Multilanguage Learner Club Field Trip and Keychain-Making Activity
- College of San Mateo Student Meeting and Center Tour
- Borel Middle School Field Trip
- SMCOE Safe Routes to School Youth Advisory Board Meeting

- Capuchino High School Field Trip and Career Exploration Workshop
- Bay Area Community Health Advisory Council Youth Action Board Meeting and Tour (x2)
- Felton Institute Holiday Party and Center Tour
- Behavioral Health and Recovery Services Family Educators Meeting
- College of San Mateo Intern Meeting and Tour

Additionally, the team conducted **191 tours for community members, including 13 representatives from community-based organizations, 81 youth, and 69 other community members**, introducing them to the center and its services.

Between November and February, the team also distributed 1,304 flyers, excluding digital or email outreach.

Marketing & Advertising

Marketing and advertising efforts continued to expand during this reporting period, helping increase awareness of allcove San Mateo and its services across the community. Key initiatives included:

1. SamTrans Bus Advertisements

Continuation of SamTrans bus advertisements featuring allcove throughout San Mateo County to increase visibility among youth, families, and community members.

2. School-Based Advertising

Advertisements were placed in school publications, programs, and digital platforms to reach students and families directly within school communities. Participating schools included:

- a. Mills High School – Spring musical playbill
- b. Aragon High School – *Aragon Outlook* (through November 2026) and spring playbill
- c. Burlingame High School – Yearbook, online header on the *Burlingame B* website, and spring musical playbill
- d. Hillside High School – Dance Ensemble program
- e. Mercy High School – School publication advertisement
- f. Capuchino High School – Yearbook and spring musical playbill
- g. Serra High School – Spring playbill advertisement shared across Serra, Mercy, and Notre Dame
- h. Borel Middle School – School publication advertisement
- i. San Mateo High School – Winter play program advertisement (January)

3. Social Media Advertising

The team continued running targeted social media advertisements to promote upcoming events and highlight available services, helping increase engagement and awareness among youth and young adults.

Community Consortium

The Community Consortium completed recruitment and onboarding of new members, expanding a diverse network of partners representing youth services, family support, education, and behavioral health. This strengthened the collaborative foundation supporting the center's mission to improve youth wellbeing.

- San Mateo Pride Center
- Friends for Youth
- The Parent Venture
- YAG Reps (2)
- Felton Institute
- One Life Counseling
- CASA of San Mateo County
- PHCD BOD (Dr. Sanchez)
- San Mateo County BHRS (2)
- SMCOE
- San Mateo PAL
- Novos Consulting

Following onboarding, the Consortium convened twice to begin developing a strategic planning framework. Through these discussions, the group identified these priority areas: service utilization, brand awareness, and organizational resilience. Members participated in breakout sessions to generate strategies focused on increasing youth engagement with services, strengthening community awareness of allcove, and building sustainable partnerships to support long-term stability.

The next phase will focus on refining these strategies and identifying specific actions and priorities to guide the center's work in the coming year.

Financial Sustainability

During this quarter, the PHCD/allcove San Mateo team submitted and received reimbursement for **63 claims totaling \$9,624.71 through its agreement with the Health Plan of San Mateo (HPSM)**. The center continues to receive referrals from HPSM and remains committed to scheduling youth within one week, ensuring timely access to services.

Progress also continues on expanding insurance partnerships. While the center **awaits contract finalization with Kaiser Northern California, the credentialing process with Blue Shield of California is now complete** and is currently under review. As one of the largest insurers in San Mateo County, securing a Blue Shield contract would be a significant step toward strengthening financial sustainability. Collectively, these efforts support the diversification of revenue streams and long-term viability of clinical services.

In addition, allcove San Mateo was **invited to participate in San Mateo County’s PIVOT project**, which evaluates the feasibility of Medi-Cal billing for community-based organizations previously funded through Mental Health Services Act (MHSA) dollars and will determine if our sole source contract will continue with the County. The center has accepted this invitation and will undergo an evaluation process to assess whether its services could be supported through Medi-Cal reimbursement in the future. Updates will be provided as this work progresses.

2.2

Youth Mental Health Program

Collaborate with the County Office of Education, County Health, and others to develop a countywide Youth Mental Health Strategic Plan.

United For Youth: Blueprint for School and Transition Age Youth Well-Being

During this past reporting period, the District had an opportunity to continue supporting the United for Youth initiative through a partnership with Maro, a digital platform designed to help schools identify and support students’ mental health needs earlier through universal screening and data-informed intervention.

At the January Board meeting, **the Board approved funding to support implementation of the Maro platform**. Since that approval, work has continued with Maro to finalize the partnership agreement and begin onboarding participating school districts in preparation for launching the screening process.

At this time, four of the five school districts in the District’s service area have expressed interest in **participating in the initiative, including Burlingame School District, San Mateo-Foster City School District, San Bruno Park School District, and Millbrae School District**.

The partnership with Maro represents an important step in strengthening early identification and support for youth mental health needs across local schools, while continuing to advance the broader goals of the United for Youth initiative.

2.3

Care Solace

Effectively promote and review the impact of the Care Solace Program.

During this quarter, regular check-ins with Care Solace continued to strengthen and expand outreach efforts supporting the partnership. These discussions focused on increasing awareness among school districts, families, and students, and ensuring effective use of the platform to connect individuals with mental health providers and community resources.

Concurrently, discussions with supported school districts explored the most effective approach for implementing Maro, a universal mental health screening platform. Care Solace and Maro are intended to function as complementary tools—Maro supporting early identification of student needs, and Care Solace facilitating connections to appropriate care and services.

To better understand current utilization, a survey was distributed to administrators and wellness teams across elementary school districts. The survey aims to gather feedback on platform usage, identify strengths, and highlight opportunities for improvement in supporting school staff, students, and families.

2.4

Mental Health Events

Attend youth-related community events representing allcove PHCD, and host a youth engagement event per fiscal quarter at allcove San Mateo (once opened).

On January 21, the allcove San Mateo team **hosted a two-year anniversary celebration to mark both the center’s milestone and the successful completion of model integrity.** The event brought together youth, families, partners, and community members to celebrate the impact of the center over the past two years.

The celebration was a strong success, welcoming over **170 attendees** who participated in activities, toured the space, enjoyed live music, and heard remarks highlighting the center’s progress and community partnerships.

Mayor Adam Loraine from the City of San Mateo joined the celebration, showing support for the center and the youth and families it serves.



The event was intentionally designed to combine fun, youth-friendly activities with service stations, creating opportunities for community members and youth to engage in interactive experiences while also learning more about the services offered at allcove San Mateo. Activities included:

- Slime Making paired with Ask a Clinician conversations
- Vision Board and Goal Setting activity
- Narcan Education and Distribution alongside a Crochet-Making activity
- Physical Health Trivia and Prizes
- Therapy Dogs
- Just Dance Competition paired with information about Peer Support services
- Paint-by-Numbers activity alongside a Meet the Youth Advisory Group (YAG) station



In addition to the activity stations, the event featured live performances from local youth bands PG13 and Melodic Outreach Endeavor, helping create an engaging and celebratory environment for attendees.

The anniversary event served as both a celebration and an opportunity to deepen community awareness of the center, bringing together youth, families, and partners to experience the welcoming environment and wide range of supports available through allcove San Mateo.

2.5

Youth Advisory Group

Diversify and increase membership.

The Youth Advisory Group (YAG) continues to play a vital role in shaping youth engagement, outreach, and programming at allcove San Mateo. This quarter, **YAG transitioned to being facilitated by the Peer Coordinator**, with support from the YBHM, ensuring that youth voice remains central to planning and decision-making.

A key highlight was **YAG's participation in the YAASS Summit, where members partnered with the peer support team to lead a workshop on healthy relationships**

for middle school students. This collaboration allowed YAG members to share youth-informed perspectives while facilitating discussions on communication, boundaries, and supportive relationships, demonstrating the impact of youth leadership in peer-to-peer education.

YAG members also contributed to planning the center’s two-year anniversary celebration, developing ideas to both celebrate the milestone and increase awareness of available services. In addition, **YAG continued collaborating with youth leaders and community partners on creative initiatives and began exploring broader engagement opportunities, including participation in the San Mateo County Futures Commission and planning a Mental Health Awareness Walk in May in partnership with SafeSpace and other youth-led organizations.**

Overall, YAG remains a critical source of insight and leadership, helping ensure that all San Mateo’s programs, outreach, and events are responsive to the needs and experiences of young people.

2.6

Senior Mental Health

Research and assess senior mental health needs.

The District remains focused on reducing isolation and enhancing social engagement through its direct services and community partnerships.

The Health & Fitness Center offers a variety of social programs for members and the broader community, as detailed in Section 1.6. The Community Grants Program also prioritizes grantees that foster social connection among older adults through its Healthy Aging focus area.

In addition, the District’s Healthy Aging Pathways program supports older adults in staying connected to resources, services, and their community, helping ensure they receive the support needed to remain engaged and socially connected.

Case Management

During its second quarter of operations (October–December), the program remained focused on building awareness and attracting clients. More than 20 outreach events were conducted, including various presentations at the PHCD Fitness Center and HottoCare services.

Outreach also continued at San Mateo County community senior centers, with efforts centered on establishing relationships that could eventually allow staff to be

stationed on-site to provide services. Additional outreach targeted individuals in San Mateo and Burlingame who wanted to learn more about Healthy Aging Pathways. The program also participated in NBC quarterly meetings and Beginnings Coalition activities with Lindsey Joyner in San Mateo. In December, outreach expanded to AARP in Foster City, Parent Voices, Samaritan House of San Mateo, The Vibe in Foster City, Dr. Martin Luther King Jr. Community Center in San Mateo, LifeMoves First Step for Families in San Mateo, and the San Mateo Senior Center.

A total of 180 brochures were distributed to community providers and individuals. Outreach efforts also continued through advertising the Healthy Aging case management program and the PHCD Fitness calendars on the Catholic Charities website under Aging Services.

The most frequently requested services included healthcare assistance and referrals, Medicare and other insurance information during the enrollment period, caregiving services, housing services, financial assistance, and health insurance services.

From October - December, the program served 23 unique residents through 162 total visits. This included 34 clients receiving Tier 1 services (90 visits), 15 clients receiving Tier 2 services (50 visits), and 8 clients receiving Tier 3 services (22 visits).



3.1

Dental Health

Review and revise the District's financial model and financial commitment to and with Sonrisas Dental Health.

Sonrisas recruited a new CEO who is conducting an evaluation and analysis of the program's current operations to develop recommendations for financial sustainability, growth in service visits, and potential expansion.

3.2

Dental Health

Provide access to oral health care and education for PHCD residents.

Sonrisas held several community outreach events for screenings and education. The **outreach team served 1,153 children and 54 seniors** in the Peninsula Health Care District.

November

- Turnbull Children's Center, San Mateo

December

- Highlands Elementary School, San Mateo

January

- Lomita Park Elementary, San Mateo
- Millbrae Senior Showcase, Millbrae

February

- Fiesta Gardens International School, San Mateo
- Baywood Elementary School, San Mateo
- Beresford Elementary School, San Mateo
- Laurel Elementary School, San Mateo
- San Mateo Park Elementary School, San Mateo
- North Shoreview Montessori, San Mateo

*Read Sonrisas FY 2025-26 Quarter 2, by [clicking here](#).

4.1

Peninsula Wellness Community

Define the community hub's programs, services, and financial sustainability models.

In October 2024, the PHCD Board of Directors formally decided to conclude the Peninsula Wellness Community project.

4.2

Grants Program

Review and analyze the entire grants program and its alignment to our strategy, and provide a recommendation for the program's future.

2026 Grant Award Ceremony

The Peninsula Health Care District (PHCD) allocated nearly **\$3 million** through its 2026 Community Grants and Impact Partner funding cycle, **supporting a total of 44 organizations**. Funded initiatives align with the District's strategic priority areas, including Preventive Health, Mental and Behavioral Health, and Healthy Aging across the life course.

On January 27, 2026, PHCD convened its annual grant award ceremony to formally recognize and honor the selected grantees for their contributions to advancing the health and well-being of District residents. The event provided an opportunity to acknowledge partner organizations and reinforce the District's ongoing commitment to community-based health improvement.

Impact Partners



Healthy Aging Across the Lifespan



Mental & Behavioral Health



Preventive Health



Video Testimonials from Grantees:

[Arash Anoshiravani, Medical Director of Teen Van](#)
[Anthony Lupian, Senior Vice President of Mission Hospice](#)
[Baldeep Singh, Medical Director of Samaritan House](#)
[Elyse Brummer, Executive Director of Age Up, Inc.](#)

Community Sponsorships

Below are sponsorships from November - February that are aligned with District priorities in support of Preventive Health, Mental Health, and Healthy Aging.

- **Burlingame Chamber of Commerce Annual Luncheon:** January 15, 2026
- **Millbrae Senior Showcase:** January 30, 2026
- **Millbrae Lunar New Year:** February 14, 2026

4.3

The Trousdale Assisted Living

Serve as many residents as possible in need of assisted living care by maximizing occupancy.

The Trousdale conducted **161 tours** and generated **nine new leads** from its most recent marketing and outreach efforts. These initiatives, combined with monthly social and community events, contributed to an increase in **occupancy to 96.8%**.

A list of these events is provided below:

November 2025

- Open House
- Lunch & Learn
- Friendly Holidays & Celebrations Event
- Thankful Tuesday - Pies for Parkinsons

December 2025

- Open House
- Cup Of Cheer Social
- Lunch & Learn

January 2026

- Open House
- Lunch & Learn
- Organizing Semniar
- First Responders Breakfast

February 2026

- Lunch & learn
- Estate Planning Seminar

Read The Trousdale's FY 2025-26 Quarter 2, by [clicking here](#).

Events, Announcements & Recommended Reading

Events & Announcements

Blue Zones Keynote Event

04/07, 5:30 pm-7:30 pm, College of San Mateo Fitness Center

Breathing is Medicine

04/14, 1:00 pm-2:30 pm, PHCD Fitness Center, Burlingame

Sonrisas' Spring Paella Dinner

04/18, 6:00 pm, La Nebbia Winery, Half Moon Bay

The Trousdale Lunch & Learn

4/18 12:00 pm, The Trousdale, Burlingame

10th Annual PAL's 5K + 10K: A Run/Walk & Wellness Fair

05/30, 9:00 am-12:00 pm, Seal Point Park

