



**PUBLIC MEETING OF THE
BOARD OF DIRECTORS**

6:30 PM, Thursday, June 27, 2024

PHCD Classroom, 1819 Trousdale, Burlingame, 94010

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: 6/27/2024: Chairman Cappel

4. Consent Calendar: ACTION

- | | |
|---|----------|
| a. Board Meeting Minutes - May 23, 2024 | Pg. 1-7 |
| b. Checking Account Transactions - May 2024 | Pg. 8-11 |
| c. Treasurer's Report - May 2024 | Pg. 12 |
| d. Strategic Direction Committee Charge | Pg. 13 |
| e. Annual Review of Pay Scale | Pg. 14 |

5. New Business:

- | | |
|---|-----------|
| a. PHCD Insurance Policies: Renewals, Coverages, and Costs for July 1, 2024, through June 30, 2025: Tim Mooney, Senior Vice President, The Liberty Company Insurance Brokers | Pg. 15-60 |
| b. FY 24-25 Drivers & Assumptions & Draft Budget: Vickie Yee, Chief Financial Officer | Pg. 61-73 |
| c. Consideration to Reschedule or Cancel the September Board Meeting in Order to Attend the Annual Association of California Healthcare District's Conference: Lawrence Cappel, Board Chairman, and Ana M. Pulido, Chief Executive Officer | |

6. Reports:

a. Board Standing Committees:

Strategic Direction Oversight-July 3

Finance-July 9

Community Health Investment-July 15

Board Chair and Director Reports

7. Correspondence and Media

a. 6/14 Award Letter from Sand Hill Foundation Pg. 74

8. 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, May 23, 2024 1819 Trousdale Dr. Burlingame, Ca 94010 (Classroom) | | |
| <u>Directors Present</u> Chairman Cappel Vice-Chairman Pagliaro Secretary Zell Director Navarro Director Sanchez | <u>Directors Absent</u> | <u>Also, Present</u> Charlene Margot, Co- Founder & CEO, Parent Venture, Tracey Fecher, Chief Executive Officer, Sonrisas |

1. Call to Order and Roll Call: Chairman Cappel called the meeting to order at 6:28 p.m. Roll call attendance was taken. A quorum was present.

2. Public Comment on Non-Agenda Items: No public comments were offered.

3. Report Out From Closed Session: 5/2/24 & 5/23/24: Chairman Cappel stated that the Board held discussions reviewing the ongoing negotiations with the PWC developers during the closed session meetings on 5/2/2024 and 5/23/2024.

4. Consent Calendar: ACTION

- a. Board Meeting Minutes - April 25, 2024
- b. Strategic Direction Oversight Committee Minutes – January 6, 2024
- c. Finance Committee Meetings Minutes- March 12, 2024
- d. Audit Engagement Letter FY' 24
- e. Checking Account Transactions - April 2024
- f. Treasurer's Report - April 2024

Motion to Approve Consent Calendar as Presented

Motion: By Director Sanchez; Director Navarro

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

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

5. New Business:

a. Board Resolution 2024-03: Requesting Consolidation with Statewide Election, Setting Forth Offices to be Filled, Reaffirming Policy on Candidate Statement, and Directing the Secretary as to Certain Necessary Matters: Ana M. Pulido, CEO and Mark Hudak, Counsel

Counsel Hudak stated that the resolution aligns with past practices of the District and should satisfy the requirements of the election department in San Mateo. The first decision to be made concerns the length of the candidate's statement, which can be either 200 or 400 words maximum. The second issue concerns who should cover the costs of publishing and translating the statement. Historically, candidates have been responsible for these expenses, but there have been discussions about whether the District should bear the cost, which could range from \$1,500 to \$2,000. The concern with the current cost structure is that it may pose a financial barrier for some candidates who may not be able to afford it. As it stands, Counsel Hudak's resolution maintains the previous District practices of a 200-word limit and candidate-funded publication and translation of the statement, but this can be subject to revision upon review by the Board.

Motion to Approve Resolution as written

Motion: By Director Zell; Vice-Chair Pagliaro

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

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

6. Old Business:

a. Care Solace Contract Renewal: Jackie Almes, Youth Behavioral Program Manager, allcove™ San Mateo

As the San Mateo County Office of Educations (SMCOE) grant funding for Care Solace comes to an end in June 2024, Peninsula Health Care District staff have been evaluating the need to contract directly with Care Solace to continue providing critical mental health services to students within the District boundaries.

PHCD Staff sent a survey to each of PHCD's elementary school districts to gauge the need for virtual mental health services. Following the survey, four out of five requested that PHCD continue funding Care Solace for their school districts (as listed below).

- Millbrae School District
- Hillsborough School District
- San Bruno Park School District
- San Mateo Foster City School District

After reviewing the data and incorporating feedback from the school districts, PHCD staff concluded that continued service delivery is vital to ensure that students and families have a clear referral pathway to access the appropriate level of mental health care services needed.

OVERSIGHT AND EVALUATION:

- Care Solace will continue to share data and dashboards with PHCD regarding utilization, satisfaction with matching of individuals in need with provider, completed referrals, and overall satisfaction.
- In May 2025, PHCD, and the K-8 leadership will assess the impact and value of Care Solace and determine whether or not to extend the Care Solace contract to be ready for the start of the next school year.

PHCD COST BREAKDOWN:

- Care Solace service charge based on \$2.50 per student enrolled, per 12-month period.
- Total enrollment for the four K-8 schools: 17,669 students
 - a) San Mateo Foster city School District- 11,576
 - b) Hillsborough City Elementary- 1,290
 - c) Millbrae School District- 2,349
 - d) San Bruno Park School District- 2,454

Total Cost for Care Solace for 1 year (12 months): \$44,173

REQUESTED BOARD ACTION:

Staff recommends the renewal of the Care Solace Contract for the 24 - 25 School Year for a total of **\$44,173** to help address the growing demand in need for mental health resources.

Q & A with Jackie Almes

Which District declined to have the Care Solace services extended?

The Burlingame School District.

This proposal would be to extend the Care Solace services to the remaining four school districts?

That is correct.

What would be allcove's™ recommendation on extending the Care Solace services?

The recommendation would be to extend the contract, as Care Solace services are tailored towards a younger demographic that allcove™ currently does not reach, focusing on elementary schools rather than high schools.

Motion to Approve Care Solace Contract Renewal for the amount of \$44,173

Motion: By Director Zell; Vice-Chair Pagliaro

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

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

b. Parent Venture End of Year Report and Renewal of Agreement: Charlene Margot, Co-Founder & CEO, Parent Venture

Parent Venture CEO **Charlene Margot** presented the organizational End of Year Report and a proposal of Renewal of Contract Agreement.

The Parent Venture is a prominent provider of comprehensive and top-tier parent and community education on crucial topics such as mental health, substance use, digital media, and other factors that influence the health and wellness of children and teenagers. Through national-level presentations, workshops, and films, families acquire the knowledge, skills, and strategies they need to support positive parenting practices.

The Parent Education Series is a program of The Parent Venture, a registered 501(c)(3) nonprofit organization (www.parentventure.org).

Organizational Impact

- 75+ Parent Education Series events offered in 2023-24
- Over 18,000 registrants for live virtual events
- 208,000+ views and 4,500+ subscribers on Video Library (YouTube)
- Simultaneous Spanish interpretation, Spanish language videos
- Parent Education Series weekly e-newsletter (16,000+ subscribers)
- Serving the community (76% parents/caregivers, 11% educators, 2% students, 3-5% mental health professionals, 6% community members)
- Providing education for public school districts (23+), independent schools (12), and health care districts (2)
- National and international reach (50 states, 68+ countries)

Program Description

The Parent Venture will provide Peninsula Health Care District with the following services:

- Turnkey, high-quality education programming open to parents/caregivers, students, educators, health professionals, and community members.
- Two (2) all-new (virtual) parent and community education events (e.g., presentations, workshops), in collaboration with SMUHSD.
- Access to electronic (virtual) resources curated by The Parent Venture (The Parent Education Series) including:
 - Parent and Community Education - Events (virtual or in-person)
 - The Parent Education Series – Newsletters
 - The Parent Education Series - Video Library (YouTube)
 - The Parent Education Series - Social Media (Facebook and Instagram)
 - The Parent Venture - Website - www.parentventure.org
- Marketing and publicity collateral (e.g., newsletter blurbs, Eventbrite webpages, fliers) to promote parent and community education programming
- Branded partnership on The Parent Venture website, newsletters, media, etc.

The Parent Venture empowers families with the knowledge, skills, and strategies they need to promote student success and well-being. This program will be implemented in collaboration with the Peninsula Health Care District. Request for PHCD Funding for Academic Year 2024-2025.

Amount of Request: \$35,000.00

Q & A with Charlene Margot

Are there any plans to offer translation in languages other than English and Spanish?

Zoom has the capability to provide simultaneous interpretations, and the organization has utilized this feature in previous events to offer translations in Mandarin and Japanese. While the organization has discussed expanding to other languages in the past, AI translations are not yet sufficiently accurate for many languages. However, this is a consideration for the future.

Director Zell expressed support for the program and expressed interest in establishing a partnership between Parent Venture and allcove™ to create workshops where both parents and students can actively participate.

Motion to Approve Parent Venture funding request for Academic Year 2024-2425 for \$35,000

Motion: By Director Zell; Director Sanchez

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

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

c. Sonrisas Quarterly Update: Tracey Fecher, Chief Executive Officer, Sonrisas

Presentation Highlights

Strategic Plan:

With the end of Q3, Sonrisas' FY23-25 strategic plan timeline is poised to enter its final year with significant achievements. There are three focus areas: Sonrisas Culture, Sustainable Growth and Patient and Community Engagement. Some highlights of progress in the third quarter include:

• Culture

- In the third quarter, Sonrisas held cross-team collaborations between the clinical and care coordinator teams with the aim of increasing organizational and operational efficiency, facilitating empathy-centered teamwork, and promoting collaborative problem-solving. Open to all members of both teams and facilitated by high-level leadership, team members took part in both defining and proposing solutions focused on serving our community even better.
- Sonrisas has also implemented a semi-annual staff survey that is allowing all staff to contribute ideas and weigh in on operations.

• Sustainable growth

- Over the third quarter, Sonrisas leadership continued to advance the strategic vision to improve patient revenue through potential pathways to obtain federally qualified reimbursement rates for more of Sonrisas' patient population.
- Sonrisas held a stakeholder roundtable event on March 7, bringing together community partners and individual donors in a listening session and discussion regarding areas of growth and resource development.

• Community engagement

- Sonrisas has signed an agreement with Qualtrics, a data analysis vendor, to make the community and patient feedback process streamlined and consistent, as well as to provide the team with important insights with tools to visualize, track, and improve community involvement.
- Sonrisas is currently advancing a proposal to implement an internally facing, custom-developed Outreach Information System to streamline the community screenings data collection and tracking. When fully implemented, it will enable care coordinators and other personnel to spend more of

6. Reports:

a. Board Standing Committees:

Strategic Direction Oversight – May 1, 2024

Finance – May 14, 2024

Board Chair and Director Reports

Vice-Chairman Pagliaro reported that he had consulted with legal advisors regarding the ongoing litigation at Trousdale in hopes of expediting a resolution. He also mentioned his attendance at the California Special District Association meeting, where he was appointed to the Legislative Committee and informed the Board about the District receiving a Transparency Certificate of Excellence.

Director Zell shared that he and CEO Pulido had accepted a proclamation from the City of San Mateo on behalf of allcove™ San Mateo, recognizing the center's crucial role in addressing youth mental health. He noted that the Finance Committee had convened to review the budget, which would be discussed at the upcoming Board meeting. Other topics discussed included the potential reduction of membership fees at the Health and Fitness center to boost utilization and the Trousdale's recent stabilization with an occupancy rate of 92%.

CEO Pulido announced that the District is actively recruiting new members to join the PHCD committees and requested the Board to provide any recommendations for individuals.

8. Correspondence and Media

- a. 5/7 Thank You Letter from AbilityPath
- b. 5/14 Letter from Peninsula Family Service

9. Adjourn: 7:37 pm

**Peninsula Health Care District
Checking Transactions
May-24**

| Date | Description | Deposit | Withdraw |
|--------------|--|----------------|-----------------|
| Admin | | | |
| 5/1/2024 | County of San Mateo, CA | 16,564.38 | |
| 5/1/2024 | FSA Payment | | 35.00 |
| 5/2/2024 | The Hartford | | 867.48 |
| 5/2/2024 | Millbrae Recreation | | 500.00 |
| 5/2/2024 | Millbrae Chamber of Commerce | | 500.00 |
| 5/2/2024 | Ralls Gruber & Niece LLP | | 18,675.89 |
| 5/2/2024 | Voler Strategic Advisors Inc. | | 2,712.94 |
| 5/2/2024 | Avelar | | 5,679.58 |
| 5/2/2024 | Mark D. Hudak | | 2,610.00 |
| 5/2/2024 | Cheryl Fama | | 400.00 |
| 5/2/2024 | Frank Pagliaro | | 345.00 |
| 5/2/2024 | Site Solutions, Inc. | | 400.00 |
| 5/2/2024 | Iron Mountain | | 823.34 |
| 5/2/2024 | Mark D. Hudak | | 2,925.00 |
| 5/2/2024 | Medix | | 1,196.87 |
| 5/2/2024 | Color Print | | 21.94 |
| 5/2/2024 | SC Property Management | | 31,121.00 |
| 5/6/2024 | Fund TRF from Admin to PWC | | 50,000.00 |
| 5/9/2024 | Central County Fire Department | | 25,000.00 |
| 5/9/2024 | Hanson Bridgett LLP | | 437.50 |
| 5/9/2024 | I. C. Fire | | 124.50 |
| 5/9/2024 | Recology | | 90.25 |
| 5/9/2024 | Voler Strategic Advisors Inc. | | 8,000.00 |
| 5/9/2024 | Comcast | | 527.65 |
| 5/9/2024 | City of Burlingame Water Dept | | 125.60 |
| 5/9/2024 | PG&E | | 388.37 |
| 5/9/2024 | Precision Digital Networks | | 1,898.75 |
| 5/9/2024 | Streamline | | 375.00 |
| 5/9/2024 | KBA Document Solutions, LLC | | 163.81 |
| 5/9/2024 | Color Print | | 514.17 |
| 5/9/2024 | PURCOR Pest Solutions | | 99.75 |
| 5/9/2024 | Zachary Schwaab, Z'Moss Man, LLC | | 880.00 |
| 5/9/2024 | Catto's Graphics, Inc. | | 10,468.48 |
| 5/9/2024 | U. S. Bank Equipment Finance | | 301.50 |
| 5/9/2024 | Medix | | 1,196.87 |
| 5/9/2024 | Shamrock Office Solutions LLC | | 178.63 |
| 5/9/2024 | First Citizens Bank & Trust Co:1833296 | | 277.35 |
| 5/9/2024 | One Life Counseling Center | | 13,762.50 |
| 5/9/2024 | Service Master Building Maintenance | | 3,200.00 |
| 5/9/2024 | Precision Digital Networks | | 620.50 |

| Date | Description | Deposit | Withdraw |
|-----------|---|---------------------|-------------------|
| 5/9/2024 | Premysis Technologies | | 98.76 |
| 5/10/2024 | Paychex | | 215.07 |
| 5/10/2024 | Paychex | | 85.00 |
| 5/13/2024 | California Public Employees Retirement | | 16,047.33 |
| 5/14/2024 | Paychex Payroll 05/15/24 | | 35,061.37 |
| 5/14/2024 | Payroll Taxes 05/15/24 | | 19,786.82 |
| 5/15/2024 | County of San Mateo, CA | 8,789.96 | |
| 5/15/2024 | Sonrisas Dental Health | | 249,400.00 |
| 5/15/2024 | Workers Compensation Insurance Payroll | | 198.89 |
| 5/16/2024 | NAMI SMC | | 2,500.00 |
| 5/16/2024 | Community Overcoming Relationship Abuse | | 15,000.00 |
| 5/16/2024 | U. S. Bank Equipment Finance | | 272.09 |
| 5/16/2024 | Boostlingo, LLC | | 2,543.52 |
| 5/16/2024 | Medix | | 1,196.87 |
| 5/16/2024 | Jefferson Union High School District | | 10,849.84 |
| 5/16/2024 | Anna Naufahu | 500.00 | |
| 5/17/2024 | CalPERS Pension | | 8,156.83 |
| 5/17/2024 | Anna Naufahu | 4,500.00 | |
| 5/20/2024 | Cardmember Service | | 8,255.14 |
| 5/20/2024 | Paychex | | 121.50 |
| 5/21/2024 | Heritage Bank | | 137.45 |
| 5/23/2024 | J & E Pro Cleaning and Handy Services | | 660.00 |
| 5/23/2024 | Medix | | 1,196.87 |
| 5/30/2024 | Allied Administrators for Delta Dental | | 926.81 |
| 5/30/2024 | Lawrence Cappel | | 1,000.00 |
| 5/30/2024 | Western Allied Mechanical, Inc. | | 576.00 |
| 5/30/2024 | Henry Sanchez | | 400.00 |
| 5/30/2024 | Color Print | | 2,733.09 |
| 5/30/2024 | Medix | | 2,393.74 |
| 5/30/2024 | Paychex Payroll 05/31/24 | | 35,678.92 |
| 5/30/2024 | Payroll Taxes 05/31/24 | | 20,783.66 |
| 5/31/2024 | County of San Mateo, CA | 1,080,474.96 | |
| 5/31/2024 | Interest | 413.80 | |
| 5/31/2024 | Workers Compensation Insurance Payroll | | 196.20 |
| | | 1,111,243.10 | 623,916.99 |

Health Fitness

| | | | |
|----------|-------------------------------|--|----------|
| 5/2/2024 | Directv | | 100.99 |
| 5/2/2024 | San Mateo Daily Journal | | 2,173.30 |
| 5/2/2024 | City of Burlingame Water Dept | | 16.00 |
| 5/2/2024 | City of Burlingame Water Dept | | 258.61 |
| 5/2/2024 | KBA Document Solutions, LLC | | 59.98 |
| 5/9/2024 | U. S. Bank Equipment Finance | | 77.40 |
| 5/9/2024 | Bay Alarm | | 491.16 |
| 5/9/2024 | Bay Alarm | | 371.55 |

| Date | Description | Deposit | Withdraw |
|-----------|--|------------------|------------------|
| 5/9/2024 | PG&E | | 1,274.61 |
| 5/9/2024 | Recology | | 97.39 |
| 5/9/2024 | Streamline | | 63.00 |
| 5/9/2024 | Precision Digital Networks | | 174.00 |
| 5/10/2024 | Mindbody Merchant Processing | | 381.91 |
| 5/16/2024 | Angela Rosoff | | 270.00 |
| 5/16/2024 | AT&T | | 318.70 |
| 5/20/2024 | Cardmember Service | | 1,277.18 |
| 5/23/2024 | J & E Pro Cleaning and Handy Services | | 1,150.00 |
| 5/23/2024 | Core Linen Services, Inc. | | 198.38 |
| 5/30/2024 | Directv | | 107.24 |
| 5/30/2024 | San Mateo Daily Journal | | 3,992.62 |
| 5/30/2024 | KBA Document Solutions, LLC | | 92.63 |
| 5/31/2024 | Interest | 33.33 | |
| 5/31/2024 | Health and Fitness Membership May 2024 | 13,390.50 | |
| | | 13,423.83 | 12,946.65 |

Leasing

| | | | |
|-----------|-------------------------------------|----------|----------|
| 5/2/2024 | Mark D. Hudak | | 765.00 |
| 5/2/2024 | Ralph Barsi | | 2,000.00 |
| 5/2/2024 | City of Burlingame Water Dept | | 29.73 |
| 5/2/2024 | City of Burlingame Water Dept | | 2,288.10 |
| 5/9/2024 | I. C. Fire | | 275.50 |
| 5/9/2024 | Recology | | 389.59 |
| 5/9/2024 | Bay Alarm | | 264.00 |
| 5/9/2024 | Bay Alarm | | 321.00 |
| 5/9/2024 | Service Master Building Maintenance | | 4,500.00 |
| 5/9/2024 | Bleyle Elevator, Inc | | 95.00 |
| 5/9/2024 | Recology | | 901.22 |
| 5/9/2024 | Recology | | 627.54 |
| 5/9/2024 | PURCOR Pest Solutions | | 537.50 |
| 5/16/2024 | P.W. Stephens Environmental, Inc. | | 3,550.00 |
| 5/16/2024 | PURCOR Pest Solutions | | 125.00 |
| 5/16/2024 | EaseBrite General Maintenance, Inc. | | 1,072.00 |
| 5/16/2024 | Carol Tanzi & Associates | 500.00 | |
| 5/16/2024 | One Life Counseling Service | 1,430.00 | |
| 5/16/2024 | Eugene Kita, DDS | 1,609.89 | |
| 5/16/2024 | Houn Young Kim, DDS | 2,076.18 | |
| 5/16/2024 | Ross Williams, DDS | 2,083.19 | |
| 5/16/2024 | Patricia Dugoni, CPA | 2,400.00 | |
| 5/16/2024 | April Lee, DDS | 2,719.14 | |
| 5/16/2024 | Burlingame Therapeutic Associates | 2,811.80 | |
| 5/16/2024 | Preferred Prosthetics Inc. | 2,881.57 | |
| 5/16/2024 | Bay Area Foot Care | 3,224.00 | |
| 5/16/2024 | Ability Path | 6,628.00 | |

| Date | Description | Deposit | Withdraw |
|------------------|---|---------------------|-------------------|
| 5/17/2024 | Zoya Galant, DDS | 2,403.61 | |
| 5/17/2024 | Ability Path | 6,628.00 | |
| 5/20/2024 | Cardmember Service | | 84.00 |
| 5/23/2024 | J & E Pro Cleaning and Handy Services | | 1,918.53 |
| 5/23/2024 | Diamond Fence Co., Inc. | | 2,896.48 |
| 5/28/2024 | PG&E | | 2,733.54 |
| 5/28/2024 | PG&E | | 2,165.15 |
| 5/30/2024 | Western Allied Mechanical, Inc. | | 3,302.50 |
| 5/30/2024 | Ralph Barsi | | 2,000.00 |
| 5/30/2024 | Burlingame Therapeutic Associates | 2,811.80 | |
| 5/31/2024 | Interest | 118.08 | |
| | | 40,325.26 | 32,841.38 |
| PWC | | | |
| 5/2/2024 | Perkins Coie LLP | | 16,231.05 |
| 5/2/2024 | Mark D. Hudak | | 2,250.00 |
| 5/2/2024 | Economic & Planning Systems, Inc. | | 2,158.75 |
| 5/6/2024 | Fund TRF from Admin to PWC | 50,000.00 | |
| 5/9/2024 | Streamline | | 42.00 |
| 5/23/2024 | Economic & Planning Systems, Inc. | | 243.75 |
| 5/30/2024 | Economic & Planning Systems, Inc. | | 8,803.75 |
| 5/31/2024 | Interest | 7.42 | |
| | | 50,007.42 | 29,729.30 |
| Trousdale | | | |
| 5/1/2024 | Heartland Merchant Account | | 249.95 |
| 5/2/2024 | Eskaton Properties Inc | | 351,257.37 |
| 5/9/2024 | Imperial Flooring Solutions | | 1,600.00 |
| 5/16/2024 | Eskaton Properties Inc | | 266,619.60 |
| 5/16/2024 | Trousdale Tenant Deposit | 5,000.00 | |
| 5/16/2024 | Trousdale Tenant Deposit | 349,124.43 | |
| 5/20/2024 | Trousdale Tenant Deposit | 704,076.43 | |
| 5/23/2024 | JAMS, Inc | | 5,901.19 |
| 5/23/2024 | Ralls Gruber & Niece LLP | | 27,053.65 |
| 5/23/2024 | Eskaton Properties Inc | | 261,239.80 |
| 5/23/2024 | Trousdale Tenant Deposit | 2,655.57 | |
| 5/23/2024 | Trousdale Tenant Deposit | 10,000.00 | |
| 5/29/2024 | Trousdale Tenant Deposit | 29,100.28 | |
| 5/30/2024 | Forensic Analytical Consulting Services | | 4,520.79 |
| 5/30/2024 | MBC5 Moving Services | | 9,775.00 |
| 5/31/2024 | Interest | 517.75 | |
| | | 1,100,474.46 | 928,217.35 |

May 31, 2024

Preliminary - subject to change

STATUS OF CURRENT YEAR TAX REVENUES

| | |
|----------------------------------|---|
| Total As Of <u>5/31/24</u> | Estimated FY 23-24 <u>Tax Revenue</u> |
| <u>\$ 9,701,791</u> | <u>\$ 8,500,000</u> |

Board Designated Invested Funds

| | Rate Last QTR | Fees Paid Fiscal YTD | Cost Basis | | Market Value |
|---------------------------------------|------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| | | | <u>4/30/24</u> | <u>5/31/24</u> | <u>5/31/24</u> |
| Bridge Bank - 1yr CD (mature 1/31/25) | 2.750% | | 3,162,711 | 3,162,711 | 3,162,711 |
| Fiduciary Trust | 4.960% * | 5,488 | 1,749,425 | 1,755,057 | 1,756,590 |
| City National Bank | 4.943% * | 15,478 | 17,975,006 | 18,001,282 | 17,867,530 |
| Local Agency Investment Fund | 4.122% | | 6,067,951 | 6,067,951 | 6,067,951 |
| San Mateo County Pool Investment | 3.746% | | <u>3,710,676</u> | <u>3,710,676</u> | <u>3,710,676</u> |
| | | | <u>32,665,770</u> | <u>32,697,677</u> | <u>32,565,459</u> |

* Yield to maturity



BOARD OF DIRECTORS
STRATEGIC DIRECTION OVERSIGHT
COMMITTEE 2024

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:

| | Proposed |
|--|-----------------|
| ➤ Director Lawrence Cappel, Chair | |
| ➤ Director Frank Pagliaro, Co-Chair | |
| ➤ Dr. Wade Aubry, Healthcare Policy, Hillsborough | 2023-2025 |
| ➤ Nirmala Bandrapalli, Burlingame Resident, former Planning Commissioner | 2023-2025 |
| ➤ Dr. Cameron Emmott, Former PHCD & MPMC Director, Hillsborough | 2022-2024 |
| ➤ Mark Johnson, Real Estate Broker, San Mateo | 2022-2024 |
| ➤ Daniel Quigg, Civic Leader, Millbrae | 2023-2025 |
| ➤ Ashley McDevitt, Director of Community Resources, San Mateo | 2023-2025 |

Meetings are held on the **1st Wednesday** of the odd months, 5-6:30 PM at the District office.



DATE: June 27, 2024
TO: PHCD Board of Directors
FROM: Vickie Yee, CFO

SUBJECT: Annual Review of Pay Schedule

In compliance with Government Code 20636 and California Code of Regulations 570.5 requiring every CalPERS Pension Plan participant organization to maintain a “pay schedule” in a prescribed format, the schedule below is attached for your review.

The schedule format below was produced during that CalPERS auditor visit in 2019. It presents all current Board-approved positions, the associated salary ranges, and the date the schedule was approved. At that time, the Board agreed to review the schedule annually, adjust it based on the cost of living and market, and present it to the Board for approval as part of the budget presentation.

I have reviewed the market using several sources for current salaries in the San Francisco Bay Area, specifically, CA State Controller Government Compensation in California, Transparent California, and Robert Half staffing agency. The proposed changes are in red: 5% general inflation increase to hourly employees and the removal of the Youth Outreach Specialist position. The proposed budget for FY 24-25 fits within this range. No other change to the current pay schedule is required.

ACTION REQUESTED: Approval of Pay Schedule as noted below.

| Effective 7/1/2024-6/30/2025 | | | | | |
|---|-------------------|--------------------|--------------------|--------------------|--------------------|
| Position Title | FTEs | Department | Minimum | Mid | Maximum |
| HOURLY RATE | | | | | |
| Massage Therapist | 3 3.14 | Fitness | \$27.56 | \$38.38 | \$49.20 |
| Membership Services Representative | | Fitness | \$20.33 | \$26.94 | \$33.55 |
| Office Assistant | 1 | PHCD | \$26.25 | \$37.93 | \$49.61 |
| Staff Accountant | 0.475 | PHCD | \$26.25 | \$37.93 | \$49.61 |
| Youth Outreach Specialist | 1 | allcove | \$25.20 | \$39.06 | \$52.92 |
| Peer Support Specialist | 2 | allcove | \$25.00 | \$28.25 | \$31.50 |
| ANNUAL SALARY | | | | | |
| Chief Executive Officer | 1 | PHCD | \$200,000 | \$300,000 | \$400,000 |
| Chief Finance Officer | 1 | PHCD | \$94,000 | \$172,000 | \$250,000 |
| Clinical Director | 1 | allcove | \$130,000 | \$150,000 | \$170,000 |
| Director of Business Operations | 1 | PHCD | \$79,000 | \$117,000 | \$155,000 |
| Director of Strategic Initiatives | 1 | PHCD | \$87,000 | \$137,000 | \$187,000 |
| Fitness Center Director | 1 | Fitness | \$79,000 | \$117,000 | \$155,000 |
| Youth Behavioral Health Program Director | 1 | allcove | \$87,000 | \$137,000 | \$187,000 |
| Youth Behavioral Health Program Manager | 1 | allcove | \$70,000 | \$85,000 | \$100,000 |
| Schedule approved by Board on XX/XX/XX. Rates listed above represent employee base salary and do not include overtime, shift differential, special compensation, etc. | | | | | |



DATE: June 27, 2024

TO: PHCD Board of Directors

FROM: Vickie Yee, CFO

SUBJECT: **PHCD Insurance Policies – Renewals, Coverages, and Costs for July 1, 2024 through June 30, 2025**

In September 2023, we decided to consolidate our insurance brokers to give us better visibility of coverage needs for the District as a whole. We have chosen Tim Mooney from The Liberty Company Insurance Brokers to be the District's broker for all property, liability, employment, and D&O insurance which will cover all properties and programs, including The Trousdale. We have worked with Mr. Mooney for the past five years indirectly through Eskaton for The Trousdale coverages and found him very knowledgeable. The proposal summarizes the coverage levels and costs for Directors & Officers, General Liability, Property, Commercial, and Employment.

The new estimated renewal premium for FY 25 is \$421K, an increase of \$79K or 23%. This increase is mainly due to a \$40K increase in property insurance due to a non-renewal from the current carrier, Liberty Mutual. Liberty Mutual is not renewing most of California's small commercial package policies. Mr. Mooney has approached a couple of additional admitted property markets to see if he can bring the property premium down. In addition to the property insurance, allcove added \$4M of additional coverage (\$21K in premium) as required by Stanford allcove team to comply with the \$10M of coverage. All policies have been prorated to reflect the cost for a July 1st to June 30th term.

The following are coverage changes for FY 25:

- allcove General Liability – added \$4M of additional coverage as required by the Stanford allcove team for the grand opening through Lexington Insurance Company. The new premium is for an entire year at \$21K.
- PHCD Office Employment Practice Liability – no longer providing a sub-limit of \$100K for defense cost of wage & hour related to a claim.

All other coverage will remain the same as in the prior year.

Below is a summary of the proposed premiums compared to the prior year.



| Coverage | Premiums | | Notes |
|--|-----------------|----------------|--|
| 6/30/24-6/30/25 | 2023-2024 | 2024-2025 | |
| PHCD Office | | | |
| General Liability | Incl w/Property | 3,518 | |
| Excess Liability | 1,414 | 2,880 | |
| Property (430 ECR, 1720 MPW, 1740 MPW, 1764 MPW, 1819 TD) | 21,552 | 62,012 | |
| Management Liability, D&O, EPL, FL | 56,999 | 60,000 | Estimated - Verbally Quoted |
| Excess D&O | 16,426 | 18,000 | Estimated - Verbally Quoted |
| Cyber Liability (12/12/23-2024) | 4,664 | 5,130 | Used Prior Yr + 10% inc - Not up for renewal until 12/12/24 |
| Trousdale | | | |
| General/Professional Liability | 118,042 | 119,023 | |
| Excess Liability | 51,460 | 51,394 | |
| Employment Practices Liability | 36,994 | 40,774 | |
| Cooperative Living Homes: 111-113 16th St., San Mateo | | | |
| General Liability | Incl w/Property | Incl w/PHCD | |
| Excess Liability | N/A | Incl w/PHCD | |
| Property | 4,827 | 5,784 | |
| PHCD Health & Fitness Center | | | |
| General Liability | 2,586 | 2,786 | |
| Excess Liability | 778 | 950 | |
| Property | 5,749 | 5,911 | |
| allcove | | | |
| General/Professional Liability (11/20/23-11/20/24) | 13,110 | 14,421 | Used Prior Yr + 10% inc. - Not up for renewal until 11/20/24 |
| Umbrella (11/20/23-11/20/24) | 5,375 | 5,913 | Used Prior Yr + 10% inc. - Not up for renewal until 11/20/24 |
| Property (11/20/23-11/20/24) | 1,347 | 1,482 | Used Prior Yr + 10% inc. - Not up for renewal until 11/20/24 |
| \$4M Excess | N/A | 20,895 | |
| Grand Total: | 341,323 | 420,871 | |

Cyber Liability and allcove's policies are not up for renewal but are presented here for comparison purposes.

ACTION REQUESTED:

1. Management recommends that the Board approves the policy renewal as presented in the proposal from The Liberty Company Insurance Broker.
2. Adjust the FY 25 Budget to reflect premium cost as presented in the proposal.



INSURANCE PROPOSAL

Prepared For:

Peninsula Health Care District

Insurance by Business Sections

Presented by:
Tim Mooney
Senior Vice President

The Liberty Company Insurance Brokers, Inc.
5000 Hopyard Road, Suite 325
Pleasanton, CA 94588

Phone: (925) 566-3292
E-mail: tmooney@libertycompany.com
License #0D79653

June 20, 2024

Disclaimer – The synopsis of coverage used in this proposal is not intended to express any legal opinion as to the nature of coverage. The proposal does not change, alter, or extend any of the policy terms and conditions. Please refer to your policy for specific details of your coverage.

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Service Team

Your service unit is key to the success of the overall risk management program. It is the unit that is your voice in the marketplace; it is the unit that represents you in claim disputes; it is the unit that works with you to protect your assets, people, and property.

Therefore, we believe that the service unit stands alone among all broker services. Your Liberty Company service unit is responsible for recognizing the need for these supportive and supplemental services and coordinating their activities on your behalf.

Your service unit is composed of the following:

Senior Vice President

| | |
|--|-------------------|
| Tim Mooney | O: (925) 566-3292 |
| tmooney@libertycompany.com | C: (415) 342-6458 |

Senior Account Executive

| | |
|--|-------------------|
| Brent Nishikawa | O: (925) 566-3298 |
| bnishikawa@libertycompany.com | |

Claims Advocate

| | |
|--|-------------------|
| Paula McCabe | O: (949) 247-2994 |
| pmccabe@libertycompany.com | |

Director of Risk Management

| | |
|--|-------------------|
| Joe Fisco | O: (562) 277-0044 |
| Joe.fisco@libertycompany.com | |

Our philosophy is to operate as an extension of your company's staff. As part of your team, we take an aggressive consulting stance in accommodating your insurance needs and add a specialized level of expertise to your own resources.

Our Principles

We provide our clients, regardless of size, professional counsel, and service beyond their expectations. We encourage and promote the members of our team to seek the highest level of insurance knowledge, so they may advise our most valuable asset, our clients, in the most professional manner. We pursue growth by providing opportunities for our team to expand their technical, product, and client industry knowledge, which benefits you, our client. We appreciate not only your business, but the trust you have placed with our organization to help you succeed, and we welcome your suggestions to strengthen our partnership.

Disclaimer – The synopsis of coverage used in this proposal is not intended to express any legal opinion as to the nature of coverage. The proposal does not change, alter, or extend any of the policy terms and conditions. Please refer to your policy for specific details of your coverage.

Named Insured

Who you include as a Named Insured on your policies is extremely important. If a name is left off, there could be very serious consequences. If unnecessary names are added, you may find yourself paying for coverage that you neither want nor need. The Named Insured for Property policies is not always the same as it would be for Workers' Compensation or Liability policies. If there are any company names or individual names you think should be covered, **please be sure to tell us.**

The **First Named Insured** is the company who will be billed for premiums, who will be responsible for submitting claims, and who will be receiving notice of cancellation, if sent.

Named Insured Listed on the Policy

Peninsula Health Care District

Schedule of Locations

See Location Schedule

Peninsula Health Care District 2024 Location Schedule

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| Locations |
|--|
| 430 N. El Camino Real, San Mateo, CA 94401 |
| 1720 Marco Polo Way, Burlingame, CA 94010 |
| 1740 Marco Polo Way, Burlingame, CA 94010 |
| 1819 Trousdale Drive, Burlingame, CA 94010 |
| 1764 Marco Polo Way, Burlingame, CA 94010 |
| 111 16th Avenue, San Mateo, CA 94402 |
| 113 16th Avenue, San Mateo, CA 94402 |
| 1730 Marco Polo Way, Burlingame, CA 94010 |
| 2600 El Camino Real, 3rd FL, San Mateo, CA 94403 |
| 1875 Trousdale Burlingame, CA 94010 |

Peninsula Health Care District 2024 Statement of Values

| Loc # | Address | City | Zip | State | Building | Business Personal Property | Business Income / Extra Expense |
|-------|----------------------|------------|-------|-------|----------------------|----------------------------|---------------------------------|
| 1 | 430 N El Camino Real | San Mateo | 94401 | CA | \$ 1,852,655 | | \$ - |
| 2 | 1720 Marco Polo Way | Burlingame | 94010 | CA | \$ 2,255,476 | | \$ 78,000 |
| 3 | 1740 Marco Polo Way | Burlingame | 94010 | CA | \$ 4,890,000 | | \$ 147,000 |
| 4 | 1764 Marco Polo Way | Burlingame | 94010 | CA | \$ 5,179,173 | | \$ 605,000 |
| 5 | 1819 Trousdale Drive | Burlingame | 94010 | CA | \$ 1,758,868 | | \$ 1,500,000 |
| 6 | 111 16th Avenue | San Mateo | 94402 | CA | \$ 624,000 | \$ 30,000 | \$ - |
| 7 | 113 16th Avenue | San Mateo | 94402 | CA | \$ 624,000 | \$ 30,000 | \$ - |
| | | | | | \$ 17,184,172 | \$ 60,000 | \$ 2,330,000 |

| Loc # | Location Description |
|-------|---|
| 1 | Leased to Sonrisas. Approx 43 employees, provides dental care |
| 2 | Leased to various tenants |
| 3 | Leased to various tenants |
| 4 | Leased to AbilityPath, provides lifetime support to individuals with developmental disabilities |
| 5 | PHCD Admin Office - 5.5 FTE |
| 6 | Lease location. Homes for disabled adults |
| 7 | Lease location. Homes for disabled adults |

General Liability (Corporate)

Carrier: Century Surety Company / A, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: General Liability
 Total Premium: \$3,517.80 (Incls Taxes & Fees)

| Coverage | Limits |
|---|-----------------------------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate Limit | \$2,000,000 |
| Products/Completed Operations Aggregate | Included in the General Aggregate |
| Personal and Advertising Injury | \$1,000,000 |
| Damage to Presises Rented to You | \$100,000 |
| Medical Expense Limit | \$5,000 |
| Hired Auto Occurrence Limit | \$1,000,000 |
| Hired Auto Aggregate Limit | \$1,000,000 |
| Non-Owned Auto Occurrence Limit | \$1,000,000 |
| Non-Owned Auto Aggregate Limit | \$1,000,000 |
| Deductible | \$1,000 |

Notes:

Defense is in addition to policy limits

**General Liability coverage for both
 Corporate and Cooperative Independent
 Living Homes**

Locations:

430 N. El Camino Real, San Mateo, CA 94401
 1720 Marco Polo Way, Burlingame, CA 94010
 1740 Marco Polo Way, Burlingame, CA 94010
 1819 Trousdale Drive, Burlingame, CA 94010
 1764 Marco Polo Way, Burlingame, CA 94010
 111 16th Avenue, San Mateo, CA 94402
 113 16th Avenue, San Mateo, CA 94402

General Liability (Corporate)

Carrier: Century Surety Company / A, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: General Liability

Policy Forms:

| Description | Form # |
|---|-----------------|
| Commercial General Liability Coverage Form | CG 0001 04 13 |
| Exclusion Access or Disclosure of Confidential or Personal Information and Data-Related Liability | CG 2107 05 14 |
| Employment-Related Practices Exclusion | CG 2147 12 07 |
| Total Pollution Exclusion - Exception Hostile Fire | CG 2165 12 04 |
| Exclusion of Punitive Damages Related to Certified Act of Terrorism | CG 2176 01 15 |
| Silica or Silica-Related Dust Exclusion | CG 2196 03 05 |
| Waiver of Transfer of Rights of Recovery Against Other to Us | CG 2404 05 09 |
| Deductible - Liability Insurance | CGL 0300 03 15 |
| Amendatory Endorsement - Conditional Coverage - Non-Residential Tenants | CGL 1613b 08 20 |
| Special Exclusion and Limitations Endorsement | CGL 1701 09 17 |
| Exclusion - Assault and Battery | CGL 1704 06 22 |
| Exclusion - Swimming Pool | CGL 1709 03 16 |
| Exclusion - Firearms | CGL 1714 02 16 |
| Exclusion - Canines | CGL 1723 11 22 |
| Hired Auto and Non-Owned Auto Liability | CGL 1732 12 16 |
| Maintenance and Habitability Exclusion | CGL 1735 10 21 |
| Exclusion - Firearms or Ammunition | CGL 1759b 11 22 |
| Nuclear Energy Liability Exclusion | IL 0021 09 08 |

Please see policy for complete list of forms.

Excess (Corporate)

Carrier: Evanston Insurance Company / A, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Excess Liability
 Total Premium: \$2,879.50 (Incls Taxes & Fees)

| Coverage | Limits |
|-------------------------|-------------|
| Each Occurrence | \$4,000,000 |
| General Aggregate Limit | \$4,000,000 |

Schedule of Underlying Coverage

Carrier: Century Surety Company
 Policy Term: 06/30/2024 - 06/30/2025

| Coverage | Limits |
|----------------------------------|-------------------------------|
| Per Occurrence | \$1,000,000 |
| General Aggregate | \$2,000,000 |
| Products/Completed Ops Aggregate | Included in General Aggregate |
| Personal and Advertising Injury | \$1,000,000 |

Notes:

**Excess Liability coverage for both
 Corporate and Cooperative Independent
 Living Homes**

Subjectivities:

Signed and Dated Acord Application
 Signed Terrorism (TRIA) and Surplus Lines Forms (SL2 & D1)

Excess (Corporate)

Carrier: Evanston Insurance Company / A, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Excess Liability

Policy Forms:

| Description | Form # |
|--|------------------|
| Commercial Excess Liability Policy Declarations | MADUB 1000 04 17 |
| Schedule Of Underlying Insurance | MADUB 1003 04 17 |
| Commercial Excess Liability Policy | MAUB 0001 01 15 |
| Changes - Single Aggregate Limit | MAUB 1215 01 15 |
| Water Hazards Limitation | MAUB 1233 01 15 |
| Unimpaired Aggregate Limit | MAUB 1243 04 17 |
| Non-Drop Down Provision | MAUB 1255 01 15 |
| 25% Minimum Earned Premium (Excess) | MAUB 1264 04 17 |
| Exclusion - Breach Of Contract | MAUB 1308 01 15 |
| Exclusion - Communicable Disease | MAUB 1309 03 20 |
| Exclusion - Prior Incidents And Prior Construction Defects | MAUB 1310 04 17 |
| Exclusion - Aircraft Products and Grounding | MAUB 1338 01 15 |
| Exclusion - Employment-Related Practices | MAUB 1384 01 15 |
| Exclusion - ERISA | MAUB 1386 01 15 |
| Exclusion - Assault Or Battery | MAUB 1390 01 15 |
| Exclusion - Computer Related And | MAUB 1391 01 15 |
| Exclusion - Asbestos | MAUB 1813 01 15 |
| Exclusion - Firearms | MAUB 1830 04 17 |
| Exclusion - Cross Suits | MAUB 1843 04 17 |
| Exclusion - Computer Related And Other Electronic Problems | MAUB 1391 01 15 |
| Intellectual Property Rights Following Form | MAUB 1506 01 15 |
| Personal And Advertising Injury Aggregate Limit Of Insurance | MAUB 1543 04 17 |
| Exclusion - Cyber Incident, Data Compromise, And Violation Of Statutes | MAUB 1600 10 20 |
| Exclusion - Damage To Property | MAUB 1615 01 15 |
| Exclusion - Sublimited Underlying Coverage | MAUB 1618 04 17 |
| Exclusion - Recording And Distribution Of Material | MAUB 1621 01 15 |

Please see policy for complete list of forms.

Property (Corporate)

Carrier: Hadron Specialty Insurance / A-, VIII
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Corporate Property
 Total Premium: \$62,012.21 (Incls Taxes & Fees)

| Loc. # | Address | Building Limit | Business Income |
|--------|---|---------------------|--------------------|
| 1 | 430 N El Camino Real San Mateo, CA 94401 | \$1,852,655 | \$0 |
| 2 | 1720 Marco Polo Way Burlingame, CA 94010 | \$2,255,476 | \$78,000 |
| 3 | 1740 Marco Polo Way Burlingame, CA 94010 | \$4,890,000 | \$147,000 |
| 4 | 1764 Marco Polo Way Burlingame, CA 94010 | \$5,179,173 | \$605,000 |
| 5 | 1819 Trousdale Drive Burlingame, CA 94010 | \$1,758,868 | \$1,500,000 |
| | | \$15,936,172 | \$2,330,000 |

Notes:

25% Minimum Earned Premium
 \$18,266,172 per occurrence *subject to limit of liability by location
 Equipment Breakdown coverage included
 Ordinance or Law coverage included
 Sewer Backup coverage (not flood related) included
 Buildings: Co-insurance = 0% - Valuation: Replacement Cost
 Business Income: Co-insurance = 100% - Valuation: Actual Loss Sustained

Warranties:

Active and functioning sprinkler system with 100% sprinkler coverage at location #1 and #4
 Active and functioning Central Station Fire Alarm in place at location #4
 Prohibit aluminum wiring, knob & tube wiring, Federal Pacific, Stab-Lok, fuses, or Zinsco Panels present in any of the buildings
 Currently tagged fire extinguishers per NFPA 1- on site
 Warrant hea is maintained to at least 55 degrees throughout the year.

Subjectivities:

Completed and acceptable inspection within 60 days of effective date at location #4
 Completed Application Signed and Date at binding
 Completed TRIA (Terrorism) Disclosure Form
 Confirmation that all repairs have been made to location #1 at binding

Property (Corporate)

Carrier: Hadron Specialty Insurance / A-, VIII

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Corporate Property

Policy Forms:

| Description | Form # |
|---|--------------------|
| BUILDING AND PERSONAL PROPERTY COVERAGE FORM | CP 00 10 10 12 |
| BUSINESS INCOME (AND EXTRA EXPENSE) COVERAGE FORM | CP 00 30 10 12 |
| COMMERCIAL PROPERTY CONDITIONS | CP 00 90 07 88 |
| EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA | CP 01 40 07 06 |
| CANCELLATION CHANGES | CP 02 99 06 07 |
| ORDINANCE OR LAW COVERAGE | CP 04 05 09 17 |
| CAUSES OF LOSS – SPECIAL FORM | CP 10 30 09 17 |
| LIMITATIONS ON COVERAGE FOR ROOF SURFACING | CP 10 36 10 12 |
| DISCHARGE FROM SEWER, DRAIN OR SUMP (NOT FLOOD-RELATED) | CP 10 38 10 12 |
| CYBER INCIDENT EXCLUSION | CP 10 75 12 20 |
| LOSS PAYABLE PROVISIONS | CP 12 18 10 12 |
| JOINT OR DISPUTED LOSS AGREEMENT | CP 12 70 09 96 |
| EXCLUSION OF CERTAIN COMPUTER-RELATED LOSSES | IL 09 35 07 02 |
| CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM | IL 09 52 01 15 |
| EXCLUSION OF CERTIFIED ACTS OF TERRORISM | IL 09 53 01 15 |
| SERVICE OF SUIT | HSIC SOS CW 11 23 |
| ASBESTOS EXCLUSION | MS PR 54001 06 22 |
| EXCLUSION OF CHEMICAL AND BIOLOGICAL LOSS OR DAMAGE | MS PR 54002 06 22 |
| MINIMUM RETAINED PREMIUM ENDORSEMENT | MS PR 54003 06 22 |
| MOLD OR OTHER FUNGI, WET OR DRY ROT, AND BACTERIA EXCL | MS PR 54004 06 22 |
| ALUMINUM WIRING EXCLUSION | MS PR 54005 06 22 |
| EXISTING DAMAGE EXCLUSION | MS PR 54006 06 22 |
| OCCURRENCE LIMIT OF LIABILITY ENDORSEMENT | MS PR 54007 06 22 |
| PROTECTIVE SAFEGUARDS | MS PR 54008 06 22 |
| MULTIPLE DEDUCTIBLE FORM | MS PR 54014 10 22 |
| EQUIPMENT BREAKDOWN COVERAGE FORM | MS EBC 54001 03 21 |

Please see policy for complete list of forms.

Mgmt Liability (Corporate)

Carrier: Palomar Excess and Surplus Co - A-, IX

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Management Liability

Annual Premium: \$60,000.00 (Estimate)

| Expiring Coverages | Expiring Limits/Sublimits |
|--|---------------------------|
| Directors and Officers: | |
| Max Aggregate Limit of Liability | \$5,000,000 |
| Securityholder Derivative Demand Investigation Costs | \$1,000,000 |
| Supplemental Solely For Executives | \$1,000,000 |
| Retention | \$50,000 |
| Pending and Prior Proceeding Date | 04/10/98 |
| Employment Practices Liability: | |
| Max Aggregate Limit of Liability | \$5,000,000 |
| Employment Practices Liability Coverage | \$5,000,000 |
| Third Party Liability Coverage | \$5,000,000 |
| IRCA/Immigration (Sublimit) | \$100,000 |
| Retention | \$100,000 |
| Pending and Prior Proceeding Date | 04/10/98 |
| Fiduciary Liability: | |
| Max Aggregate Limit of Liability | \$1,000,000 |
| Voluntary Compliance Program (Sublimit) | \$250,000 |
| 502(C) Penalties (Sublimit) | \$250,000 |
| HIPAA Liability (Sublimit) | \$250,000 |
| Retention | \$0 |
| Pending and Prior Proceeding Date | 04/14/98 |

Notes:

Maximum Aggregate Liability for all Coverage Section: \$7,000,000

D&O and EPL are Shared Limits

Fiduciary Liability is a Separate Limit

Extended Reporting Period:

12 months for 100% of Full Annual Premium "Full Annual Premium" means the annualized premium level in effect for the Policy or applicable Coverage Section immediately prior to the end of the Policy Term.

Mgmt Liability (Corporate)

Carrier: Palomar Excess and Surplus Co - A-, IX

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Management Liability

Expiring Policy Forms:

| Description | Form # |
|---|--------------------|
| Sevice of Suit | PLMR-MLP-0004 2109 |
| IRCA/Immigration Sublimit | PLMR-MLP-0006 2109 |
| Professional Services Exclusion | PLMR-MLP-0015 2109 |
| Abuse and Molestation Exclusion | PLMR-MLP-0016 2109 |
| Amend Definition of Loss- Cyber Exclusion | PLMR-MLP-0020 2109 |
| EMTALA Coverage and Sublimit | PLMR-MLP-0025 2109 |
| Anti-trust Carveback with Sublimit, Separate Retention, Coinsurance | PLMR-MLP-0043 2109 |
| Provider Selection Coverage Extension | PLMR-MLP-0044 2109 |
| Regulatory Claim Coverage w/ Separate Retention and Coinsurance | PLMR-MLP-0047 2109 |
| Biometrics Privacy Exclusion | PLMR-MLP-0071 2109 |

Please see policy for complete list of forms.

Excess D&O (Corporate)

Carrier: Landmark American Insurance Co / A++, XIV

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Excess Directors and Officers

Annual Premium: \$18,000 (Estimate)

| Expiring Coverage | Expiring Limit |
|---------------------------------------|----------------|
| Per Claim Limit | \$2,000,000 |
| Aggregate Limit | \$2,000,000 |
| Retention | \$0 |
| Underlying Policy | |
| Directors & Officers (Mgmt Liability) | |
| Max Aggregate Limit of Liability | \$5,000,000 |

Notes:

Limit is \$2,000,000 in excess of \$5,000,000 (primary)

Expiring Policy Forms:

| Description | Form # |
|--|-----------------|
| Advisory Notice Regarding Trade or Economic Sanctions | RSG 209011 0123 |
| California Surplus Lines Disclosure Notice | RSG 99019 0120 |
| California - Service of Suit | RSG 202199 0322 |
| Cap on Losses From Certified Acts of Terrorism | RSG 204081 0118 |
| Disclosure Pursuant to Terrorism Risk Insurance Act | RSG 204123 0121 |
| Exclusion - Prior and/or Pending Litigation Backdated - 06/30/2020 | RSG 236008 0204 |
| Exclusion - Biometric Privacy Claims | RSG 236025 0120 |
| Exclusion - Telecommunications Claims | RSG 206097 0118 |
| Non-Follow Form - Recognize Dilution - EPL; Regulatory Liability Clause; Fiduciary | RSG 234014 0807 |

Please see policy for complete list of forms.

Cyber Liability (Corporate)

Carrier: Swiss Re Corporate Solutions (Coalition)
 Policy Term: 12/12/2023 - 12/12/2024
 Coverage: Cyber Liability
 Annual Premium: \$4,663.57

Third Party Liability Coverages

| Coverage | Limit/Sublimit | Retention |
|--|----------------|-----------|
| Network and Information Security Liability | \$1,000,000 | \$10,000 |
| Regulatory Defense and Penalties | \$1,000,000 | \$10,000 |
| Multimedia Content Liability | \$1,000,000 | \$10,000 |
| PCI Fines and Assessments | \$1,000,000 | \$10,000 |

First Party Coverages

| Coverage | Limit/Sublimit | Retention |
|--|----------------|--------------------------------|
| Breach Response Services | \$1,000,000 | \$0 |
| Breach Response Costs | \$1,000,000 | \$10,000 |
| Crisis Management and Public Relations | \$1,000,000 | \$10,000 |
| Cyber Extortion | \$1,000,000 | \$100,000 |
| Business Interruption and Extra Expenses | \$1,000,000 | \$10,000 / 8 Hr Wait Period |
| Digital Asset Restoration | \$1,000,000 | \$10,000 |
| Funds Transfer Fraud | \$250,000 | \$10,000 |

Cyber Liability (Corporate)

Carrier: Swiss Re Corporate Solutions (Coalition)

Policy Term: 12/12/2023 - 12/12/2024

Coverage: Cyber Liability

Policy Forms:

| Description | Form # |
|--|---------------|
| Declarations | SP 172660219 |
| Swiss Re Corporate Solutions Signature Page | SP 38810307 |
| Coalition Cyber Policy | SP 172250219 |
| CA Punitive Damages Exclusionary Endorsement | SP 155370118 |
| Computer Replacement Endorsement | SP 163810718 |
| Reputation Repair Endorsement | SP 14802A0219 |
| Reputational Harm Loss | SP 172880219 |
| Service Fraud Endorsement | SP 161830518 |
| Cap on Losses from Certified Acts of Terrorism | SP 172520219 |
| Disclosure Pursuant to Terrorism Risk Insurance Act (TRIA) | SP 172550219 |
| Breach Response Separate Limit Endorsement | SP 172230219 |
| General Data Protection Regulation (GDPR) Enhancement | SP 171470119 |

Please see policy for complete list of forms.

General/Professional Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++ / XV

Policy Term: 06/30/2024 - 06/30/2025

Policy Form: Claims-Made and Reported

Total Premium: \$119,023.29 (Includes Surplus Lines Taxes)

| Coverage Parts | Limits |
|--|--|
| Professional Liability | |
| Per Claim Limit | \$1,000,000 |
| Aggregate Limit | \$3,000,000 |
| Disciplinary, Licensing and Credentialing Actions Sublimit | \$25,000 per Insured; \$100,000 Aggregate |
| Claims Expenses | Defense Outside Limit |
| Retroactive Date | 08/15/18 |
| General Liability | |
| Per Event Limit | \$1,000,000 |
| General Aggregate Limit | \$3,000,000 |
| Products Completed Operations Hazard Agg Limit | \$3,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 Each Person |
| Damage to Premises Rented to Insured | \$200,000 Any One Premises |
| Medical Expense Limit | \$5,000 Each Person |
| Patient's Property Per Person Per Event Limit | \$5,000 Subject |
| Crisis Response Costs Aggregate Limit | \$25,000 |
| Disease Contamination Clean-Up Expense Aggregate | \$25,000 |
| Emergency Evacuation Expense Aggregate Limit | \$50,000 |
| Media Expense Aggregate Limit | \$50,000 |
| Claims Expenses | Defense Outside Limit |
| Retroactive Date | 08/15/18 |
| Policy Aggregate Limit | \$3,000,000 |
| Employee Benefits Liability | |
| Employee Benefits Liability Per Event Limit | \$1,000,000 |
| Employee Benefits Liability Aggregate Limit | \$3,000,000 |
| Claims Expenses | Defense Outside Limit |
| Retroactive Date | 08/15/18 |
| Retentions: | |
| Professional Liability | \$50,000 Per Event / Nil Aggregate Deductible - Loss and Claims Expense |
| General Liability | \$50,000 Per Event / Nil Aggregate Deductible - Loss and Claims Expense |
| Employee Benefits Liability | \$1,000 Per Event / Nil Aggregate Deductible - Loss Only |

Subjectivities:

Signed TRIA Rejection/Acceptance Form

Signed Surplus Lines D-1 Form

General/Professional Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++ XV
 Policy Term: 06/30/2024 - 06/30/2025
 Policy Form: Claims-Made and Reported
 General/Professional Liability Policy Forms

| Form Name | Form Number |
|---|------------------|
| Senior Care Liability Policy - Declarations | 0001-PXS-00-0121 |
| Schedule of Forms and Endorsements | 0002-PXX-00-1215 |
| Schedule of Named Insureds – Senior Care | 0004-PXS-00-0720 |
| Schedule of Locations - Professional Liability | 0006-PPS-00-0121 |
| Schedule of Locations - General Liability | 0007-PGS-00-0121 |
| Schedule of Trade, Fictitious and/or Business Names | 0009-PXS-00-0121 |
| Senior Care Liability Policy Common Policy Provisions And Conditions | 0010-PXS-00-1021 |
| Senior Care Liability Policy Professional Liability Coverage Part | 0011-PPS-00-0121 |
| Senior Care Liability Policy General Liability Coverage Part | 0012-PGS-00-0121 |
| Schedule of Additional Insureds – Management Company Endorsement | 1124-PXX-00-0222 |
| COVID-19 and Pandemic Disease Exclusion Endorsement | 1166-PXS-00-0121 |
| Disciplinary, Licensing Credentialing Actions Endorsement | 1303-PPX-00-0121 |
| PL Blanket Restricted Practice - Excluded Practice Endorsement | 1339-PPX-00-0121 |
| Employee Benefits Liability Endorsement (General Liability) (Claims-Made and Reported Coverage) | 1504-PGX-00-0121 |
| Blanket Additional Insured – Mortgagees, Premises Lessors and Equipment Lessors Endorsement (General Liability) | 1508-PGX-00-0121 |
| Patient's Personal Property Endorsement (General Liability) | 1518-PGX-00-1215 |
| Exclusion of Certified Acts of Terrorism Endorsement (General Liability) | 1537-PGX-00-0520 |
| GL Blanket Restricted Practice - Excluded Practice Endorsement | 1542-PGX-00-0121 |
| Evacuation Disinfection, Public Relations and Crisis Response Expenses Endorsement (General Liability) | 1564-PGS-00-0121 |
| Sexual Misconduct with Sublimits for Innocent Insureds Endorsement (General Liability) | 1565-PGX-00-0121 |

Excess Liability (Trousdale)

Carrier: National Fire & Marine Insurance Company / AM Best: A++ XV

Policy Term: 06/30/2024 - 06/30/2025

Policy Form: Claims-Made and Reported

Total Premium: \$51,393.96 (Includes Surplus Lines Taxes)

| Coverage Parts | Limits |
|-------------------------|-------------|
| Excess Liability | |
| Per Claim | \$3,000,000 |
| Aggregate Limit | \$3,000,000 |

Excess Liability Policy Forms

| Form Name | Form Number |
|---|------------------|
| Senior Care Liability Policy - Declarations | 3001-TXS-00-0121 |
| Schedule of Forms and Endorsements | 3002-TXX-00-1215 |
| Schedule of Underlying Coverage | 3003-TXX-00-1215 |
| Schedule of Named Insureds | 3004-TXX-00-1215 |
| Schedule of Locations | 3005-TXS-00-0121 |
| Schedule of Trade, Fictitious andor Business Names | 3009-TXS-00-0121 |
| Senior Care Liability Policy Common Policy Provisions And Conditions | 3010-TXS-00-1021 |
| Senior Care Liability Policy Professional Liability Coverage Part | 3011-TPS-00-0121 |
| Senior Care Liability Policy General Liability Coverage Part | 3012-TGS-00-0121 |
| Excess Senior Care Liability Policy Follow Form Coverage Part | 3014-TFS-00-0121 |
| Schedule of Additional Insureds – Management Company Endorsement | 3129-TXX-00-0222 |
| COVID-19 and Pandemic Disease Exclusion Endorsement | 3166-TXS-00-0121 |
| PL Blanket Restricted Practice - Excluded Practice Endorsement | 3339-TPX-00-0121 |
| Blanket Additional Insured – Mortgagees, Premises Lessors and Equipment Lessors Endorsement (General Liability) | 3508-TGX-00-0121 |
| Exclusion of Certified Acts of Terrorism Endorsement | 3537-TGX-00-0520 |
| GL Blanket Restricted Practice - Excluded Practice Endorsement | 3542-TGX-00-0121 |
| Sexual Misconduct with Sublimits for Innocent Insureds Endorsement (General Liability) | 3565-TGX-00-0121 |

Employment Practices (Trousdale)

Carrier: Scottsdale Insurance Company / AM Best: A+, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Total Cost: \$40,773.64 (Includes Taxes & Fees)

| Limits | |
|--|--|
| Policy Aggregate | \$1,000,000 |
| Additional EPL Cost, Charges, and Expenses | \$1,000,000 |
| Wage and Hour Defense | \$100,000 Sub-Limit |
| Third Party | Included |
| Immigration Reform Control Act (IRCA) | \$100,000 Sub-Limit |
| Retention | |
| EPL | \$75,000 |
| EPL Third Party | \$75,000 |
| EPL Wage and Hour | \$75,000 |
| Terms | |
| Additional Parent Company | California Healthcare Consultants The Trousdale Wellness Center Peninsula Health Care District dba The Trousdale |
| Duty to Defend / Reimbursement | Duty to Defend |
| Defense Expense | Defense Within Limit |
| Consent to Settle | No Hammer Clause |

Subjectivities:

Signed California D-1 Surplus Lines Acknowledgement

Discovery Period:

365 days (1 year) at 100% Additional Premium
 730 days (2 years) at 125% Additional Premium
 1,095 days (3 years) at 150% Additional Premium

Run Off Options:

1 Year at 110% additional premium.
 2 Years at 112% additional premium.
 3 Years at 115% additional premium.
 4 Years at 120% additional premium.
 5 Years at 122% additional premium.
 6 Years at 125% additional premium.

Employment Practices (Trousdale)

Carrier: Scottsdale Insurance Company / AM Best: A+, XV
 Policy Term: 06/30/2024 - 06/30/2025

| Form Name | Form Number |
|---|------------------|
| Declarations | EKS-D-1 (11/16) |
| General Terms and Conditions | EKS-1 (04/08) |
| Additional Parent Company - Specified Coverage Section(s) | EKS-822 (01/13) |
| Amend Discovery Elections - 90 Days | EKS-787 (01/09) |
| Amend Notice of Circumstances | EKS-7 (04/08) |
| Amend Notice Provision 60 Days | EKS-832 (05/09) |
| Amend Other Insurance | EKS-810 (7-20) |
| Amend Subrogation Provision - Final Judgement | EKS-784 (01/09) |
| Amend Third Party | EKS-15 (04/08) |
| Amend Warranty Provision Non-Rescindable Coverage | EKS-16 (04/09) |
| Employee Privacy Coverage with Sub-Limit | EKS-929 (02/11) |
| Immigration Claim Endorsement - \$100,000 Sub-Limit | EKS-785 (01/09) |
| Removal of Alternative Dispute Resolution Provision | EKS-37 (04/08) |
| Wage and Hour Claim Costs, Charges and Expenses Only | EKS-1144 (12/12) |
| Workplace Violence Endorsement | EKS-2282 (2-23) |
| Service of Suit Clause | UTS-9g (6-22) |

See policy for complete list of policy forms.

General Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2024 - 06/30/2025

Coverage: General Liability

Total Premium: \$2,786.00

| Coverage | Limits |
|---|-------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate Limit | \$3,000,000 |
| Products/Completed Operations Aggregate | \$3,000,000 |
| Personal and Advertising Injury | \$1,000,000 |
| Damage to Premises Rented to You | \$500,000 |
| Medical Expense Limit | \$2,500 |

Location:

1875 Trousdale Dr., Burlingame, CA 94010

General Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: General Liability

Policy Forms:

| Description | Form # |
|--|-------------------|
| Commercial General Liability Coverage Form | CG 00 01 04 13 |
| Additional Insured - Designated Person or Organization | CG 20 26 04 13 |
| Fungi or Bacteria Exclusion | CG 21 67 12 04 |
| Cap On Losses From Certified Acts Of Terrorism | CG 21 70 01 15 |
| California Changes | CG 32 34 01 05 |
| Common Policy Conditions | IL 00 17 11 98 |
| California Changes - Cancellation And Nonrenewal | IL 02 70 09 12 |
| California Premium Refund Disclosure Notice | IL N 177 09 12 |
| ABSOLUTE CYBER LIABILITY AND ELECTRONIC EXCLUSION | PI-ACL-001 01 20 |
| Damage to Premises Rented to You Exclusion | PI-APG-007 01/07 |
| Bell Endorsement | PI-BELL-1 11-09 |
| Crisis Management Enhancement Endorsement | PI-CME-1 10-09 |
| Coverage C - Athletic Activities Exclusion Deletion | PI-FW-001 (01/07) |
| Fitness and Wellness Liability Insurance Exclusions | PI-FW-002 04 16 |
| Fitness and Wellness Liability Insurance Extension | PI-FW-003 (01/07) |
| Independent Contractors Providing Professional Training Services | PI-FW-004 04 16 |
| Punitive Damages Exclusion | PI-FW-005 (01/07) |
| Specific Claimant Exclusion | PI-FW-007 (01/07) |
| Violation of Communication or Information Law Exclusion | PI-FW-008 (01/07) |
| Blanket Additional Insured | PI-FW-009 (06/11) |
| Exclusion - Lead Liability | PI-GL-001 09 17 |

Please see policy for complete list of forms.

Excess Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Umbrella
 Total Premium: \$950.00 (Incls Taxes & Fees)

| Coverage | Limit |
|-----------------|-------------|
| Each Occurrence | \$2,000,000 |
| Aggregate | \$2,000,000 |
| Deductible | \$10,000 |

Schedule of Underlying Policy

Carrier: Philadelphia Indemnity Insurance Co
 Coverage: General Liability

| Coverage | Limit |
|---|-------------|
| Each Occurrence | \$1,000,000 |
| General Aggregate | \$3,000,000 |
| Products Completed Operations Aggregate | \$3,000,000 |
| Personal & Advertising Injury | \$1,000,000 |

Excess Liability (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Umbrella

Policy Forms:

| Description | Form # |
|---|------------------|
| Commercial Umbrella Liability Ins Policy Declarations | PI-CXL-002 519 |
| Commercial Umbrella Liability Insurance Policy | PI-CXL-001 314 |
| Directors And Officers Liability Exclusion | PI-CXL-004 119 |
| Employers Liability (Stop Gap) Exclusion | PI-CXL-006 912 |
| Abuse Or Molestation Exclusion | PI-CXL-007 519 |
| Automobile Coverage Exclusion | PI-CXL-008 616 |
| Subsidence Exclusion | PI-CXL-014 912 |
| Fungi Or Bacteria Exclusion | PI-CXL-032 912 |
| Cap On Losses From Certified Acts Of Terrorism | PI-CXL-039 115 |
| General Liability Follow Form Endorsement | PI-CXL-041 516 |
| Employee Benefits Liability Exclusion | PI-CXL-068 912 |
| Lead Liability Exclusion | PI-CXL-075 314 |
| Access Or Disclosure Of Confidential Info W/Exception | PI-CXL-088 314 |
| Recording And Distribution Of Material Or Information | PI-CXL-099 116 |
| Absolute Cyber Liability And Electronic Exclusion | PI-CXL-100 119 |
| Limit Of Ins Excl Clause Minimum Limit Requirement | PI-CXL-111 719 |
| Per Location / Per Project Agg Limit Of Ins Exclusion | PI-CXL-113 118 |
| Silica Or Silica-Related Dust Exclusion | PI-CXL-117 119 |
| Absolute Communicable Disease Exclusion | PI-CXL-132 620 |
| Total Exclusion - PFC/PFAS | PI-CXL-137 422 |
| California Changes - Cancellation And Nonrenewal | PI-CXL-CA 1 912 |
| California Changes | PI-CXL-CA 2 912 |
| Disclosure Notice Of Terrorism Ins Cov Rejection Opt | PI-UMTER-DN 1220 |

Please see policy for complete list of forms.

Property (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Property

Total Premium: \$5,911.00 (Incls Taxes & Fees)

| Address | Building Limit | Business Personal Property | Business Income |
|--|----------------|----------------------------|-----------------|
| 1875 Trousdale Dr., Burlingame, CA 94010 | \$1,822,280 | \$168,290 | \$156,000 |

Additional Coverage and Limits

| Coverage | Limit |
|--|----------|
| Business Travel Accident Benefit | \$50,000 |
| Conference Cancellation | \$25,000 |
| Donation Assurance | \$50,000 |
| Emergency Real Estate Consulting Fee | \$50,000 |
| Fundraising Event Blackout | \$25,000 |
| Identity Theft Expense | \$50,000 |
| Image Restoration and Counseling | \$50,000 |
| Key Individual Replacement Expenses | \$50,000 |
| Kidnap Expense | \$50,000 |
| Political Unrest - \$25,000 Policy Limit | \$5,000 |
| Temporary Meeting Space Reimbursement | \$25,000 |
| Terrorism Travel Reimbursement | \$50,000 |
| Travel Delay Reimbursement | \$1,500 |
| Workplace Violence Counseling | \$50,000 |

Property (Fitness Center)

Carrier: Philadelphia Indemnity Insurance Co / A++, XV

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Property

Policy Forms:

| Description | Form # |
|---|-----------------------|
| Excl Of Loss Due To Virus Or Bacteria Advisory Notice | CP P 004 0706 |
| Advisory Notice To Policyholders - Increased Limit | PI-CP NOTICE 1 0314 |
| Commercial Property Coverage Part Declarations | PI-CP-DS 00 0921 |
| Commercial Property Coverage Part Supplemental Sched | PI-CP-SUPP-SCH 1 0921 |
| Commercial Property Conditions | CP0090 0788 |
| Exclusion Of Loss Due To Virus Or Bacteria | CP0140 0706 |
| California Changes - Replacement Cost | CP0449 1205 |
| Limitations On Coverage For Roof Surfacing | CP1036 1012 |
| Mold Exclusion | PI-CP-001 1001 |
| Changes - Electronic Data | PI-CP-002 0204 |
| Addl Property Not Covered - Inflatable Structures | PI-CP-114 0717 |

Please see policy for complete list of forms.

Property (Co-op Living Homes)

Carrier: Century Surety Company / A, XV
 Policy Term: 06/30/2024 - 06/30/2025
 Coverage: Property
 Total Premium: \$5,783.63 (Incls Taxes & Fees)

| Loc. # | Address | Construction | *Protection Class | Building Limit | Business Personal Property |
|--------|--------------------------------------|--------------|-------------------|----------------|----------------------------|
| 1 | 111 16th Avenue, San Mateo, CA 94402 | Frame | 3 | \$624,000 | \$30,000 |
| 2 | 113 16th Avenue, San Mateo, CA 94402 | Frame | 3 | \$624,000 | \$30,000 |

*Non-fireproof structures which are made of incombustible materials or assemblies of materials

Required Protective Safeguards:

Fully functional and actively engaged Smoke Detectors complying with local building code in all units and common areas.

The insured shall provide approved fire extinguishers, mounted and located so that they are readily accessible, maintained and fully charged, with an annual maintenance check and current service tag.

Property (Co-op Living Homes)

Carrier: Century Surety Company / A, XV

Policy Term: 06/30/2024 - 06/30/2025

Coverage: Property

Policy Forms:

| Description | Form # |
|--|-----------------|
| Century Surety Company Commercial Property Coverage Part Declarations | CCF 1500 08 11 |
| Exclusion - "Vacant or Unoccupied" Property | CCF 1503 10 01 |
| Mandatory Property Deductible Form | CCF 1512b 05 23 |
| Amendatory Endorsement - Limited Property Extensions | CCF 1514 09 20 |
| Loss Conditions - Appraisal Amendatory Endorsement | CCF 1526 10 12 |
| Amendatory Endorsement - Property Not Covered Virtual Currency | CCF 1532 04 19 |
| California Changes - Actual Cash Value | CIL 0102 10 20 |
| Building and Personal Property Coverage Form | CP 0010 10 12 |
| Commercial Property Conditions | CP 0090 07 88 |
| Exclusion of Loss Due to Virus or Bacteria | CP 0140 07 06 |
| Protective Safeguards | CP 0411 09 17 |
| Theft Exclusion | CP 1033 10 12 |
| Limitations on Coverage for Roof Surfacing | CP 1036 10 12 |
| Cyber Incident Exclusion | CP 1075 12 20 |
| Exclusion of Certain Computer-Related Losses | IL 0935 07 02 |
| Exclusion of Certified Acts of Terrorism Involving Nuclear, Biological, Chemical or Radiological Terrorism; Cap on Covered Certified Acts Losses | IL 0986 01 15 |
| Causes of Loss - Special Form | CP 1030 09 17 |

Please see policy for complete list of forms.

General/Professional Liability (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A++, XV

Coverage: Commercial Package - General/Professional Liability incls Hired Non-Owned Auto

Policy Term: 11/20/2023 - 11/20/2024

Total Premium: \$13,110.00 (Includes Taxes & Fees)

| Coverage | Limit |
|--|-------------|
| General Liability | |
| Each Occurrence Limit | \$1,000,000 |
| Personal and Advertising Injury Limit | \$1,000,000 |
| General Aggregate (Other Than Products - Completed operations) Limit | \$3,000,000 |
| Products/Completed Operations Aggregate Limit | \$3,000,000 |
| Damage to Premises Rented to You Limit | \$100,000 |
| Medical Expense Limit (Any One Person) | \$5,000 |
| Professional Liability | |
| Each Professional Incident Limit | \$1,000,000 |
| Aggregate Limit | \$3,000,000 |
| Sexual/Physical Abuse or Molestation | |
| Occurrence Limit | \$100,000 |
| Aggregate Limit | \$300,000 |
| Abuse Deductible | \$0 |
| Hired & Non-Owned Auto Liability | |
| Hired Car Liability Limit | \$1,000,000 |
| Non-Owned Liability Limit | \$1,000,000 |

General/Professional Liability (Allcove)

General Liability - Supplemental Coverages

| Coverage | Limits |
|---|-------------------|
| Extended Property Damage | Included |
| Limited Rental Lease Agreement Contractual Liability | \$50,000 limit |
| Non-Owned Watercraft | Less than 58 feet |
| Damage to Property You Own, Rent, or Occupy | \$30,000 limit |
| Damage to Premises Rented to You | \$1,000,000 |
| Medical Payments | \$20,000 |
| Medical Payments – Extended Reporting Period | 3 years |
| Athletic Activities | Amended |
| Supplementary Payments – Bail Bonds | \$5,000 |
| Supplementary Payment – Loss of Earnings | \$1,000 per day |
| Employee Indemnification Defense Coverage | \$25,000 |
| Key and Lock Replacement – Janitorial Services Client Coverage | \$10,000 limit |
| Additional Insured – Newly Acquired Time Period | Amended |
| Additional Insured – Medical Directors and Administrators | Included |
| Additional Insured – Managers and Supervisors (with Fellow Employee Coverage) | Included |
| Additional Insured – Broadened Named Insured | Included |
| Additional Insured – Funding Source | Included |
| Additional Insured – Home Care Providers | Included |
| Additional Insured – Managers, Landlords, or Lessors of Premises | Included |
| Additional Insured – Lessor of Leased Equipment | Included |
| Additional Insured – Grantor of Permits | Included |
| Additional Insured – Vendor | Included |
| Additional Insured – Franchisor | Included |
| Additional Insured – When Required by Contract | Included |
| Additional Insured – Owners, Lessees, or Contractors | Included |
| Additional Insured – State or Political Subdivisions | Included |
| Duties in the Event of Occurrence, Claim or Suit | Included |
| Unintentional Failure to Disclose Hazards | Included |
| Liberalization | Included |
| Bodily Injury – includes Mental Anguish | Included |
| Personal and Advertising Injury – includes Abuse of Process, Discrimination | Included |

Property (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A+++, XV

Coverage: Commercial Package (Property)

Policy Term: 11/20/2023 - 11/20/2024

Premium: \$1,347.00 (Includes Taxes & Fees)

| Coverage | Limit |
|----------------------------|----------------|
| Business Personal Property | \$1,344,532.00 |

Business Personal Property includes Tenant Improvements and Electrical/Internet Wiring

| Additional Coverages | Limits |
|---|-----------------------------|
| Foundations | Included |
| Business Personal Property | Within 1600 feet |
| Fire Department Service Charge | \$50,000 |
| Pollutant Clean Up and Removal | \$50,000 |
| Emergency Vacating Expense | \$25,000 |
| Automated External Defibrillators (AEDs) | \$5,000 |
| Lease Cancellation Moving Expenses | \$5,000 |
| Joint or Disputed Loss Agreement | Included |
| Green Consultant Expense Coverage | \$5,000 |
| Newly Acquired or Constructed Property | 180 Days |
| Personal Effects | \$50,000 |
| Property of Others | Various |
| Valuable Papers and Records | \$100,000 |
| Property Off-Premises, Including Stock | \$500,000 |
| Property at Conventions, Fairs, Exhibitions or Special Events | \$100,000 |
| Outdoor Property | \$50,000 |
| Garages/Storage Sheds | \$5,000 |
| Retaining Walls | \$10,000 |
| Accounts Receivable | \$100,000 |
| Business Income and Extra Expense | \$300,000 |
| Residential Room Reserve | \$100,000 |
| Fire Extinguisher Recharge | \$25,000 |
| Lock Replacement | \$10,000 |
| Reward Reimbursement | \$50,000 |
| Inventory and Appraisals of Loss | \$50,000 |
| Ordinance or Law-Undamaged Portion of the Building Ordinance or Law-Demolition Cost | Building Limit \$500,000 |
| Ordinance or Law-Increased Cost of Construction | \$500,000 |

Property (Allcove)

| Additional Coverages | Limits |
|---|----------------------|
| Spoilage | 1600 feet, \$50,000 |
| Pair, Sets or Parts | Amended |
| Fine Arts | \$50,000 |
| EDP Equipment and Media | \$10,000 |
| Damage to Property of Home Care Provider | \$50,000 |
| Mobile Medical Equipment | \$15,000 |
| Vacancy Clause Modification | 90 Days |
| Earthquake Sprinkler Leakage | \$30,000 |
| Dampness/Extremes of Temperature | Exclusion removed |
| Furs | \$10,000 |
| Precious Metals | \$25,000 |
| Water Coverage | \$30,000 |
| Property in Transit (Includes Common Carrier) | \$100,000 (\$10,000) |
| Off Premises Power Failure | \$50,000 |
| Extended Business Income | 180 Days |
| Utility Services (Business Income (and extra expense) Coverage) | Included |

Commercial Package (GL/PL & Prop) Policy Forms (Allcove)

Policy Forms:

| Form# | Edition | Description |
|------------------------|---------|--|
| BJP-190-1 | 1298 | Commercial Lines Policy Jacket |
| IL N 177 | 912 | California Premium Refund Disclosure Notice |
| PI-FEES-NOTICE 1 | 1119 | Notice Late/Non-Sufficient Funds/Reinstatement Fee |
| PP2020 | 220 | Privacy Notice For Commercial Lines |
| CPD-PIIC-CW | 221 | Common Policy Declarations |
| PI-LOC-SCH | 820 | Location Schedule |
| PI-BELL-1 | 1109 | Bell Endorsement |
| PI-CME-1 | 1009 | Crisis Management Enhancement Endorsement |
| IL0017 | 1198 | Common Policy Conditions |
| IL0021 | 908 | Nuclear Energy Liability Exclusion Endorsement |
| IL0102 | 505 | California Changes - Actual Cash Value |
| IL0104 | 907 | California Changes |
| IL0270 | 912 | California Changes - Cancellation And Nonrenewal |
| IL0952 | 115 | Cap On Losses From Certified Acts Of Terrorism |
| PI-ACL-001 | 1218 | Absolute Cyber Liability And Electronic Exclusion |
| PI-HS-029 | 220 | Exclusion - Adoption and Foster Care Operations |
| PI-SAM-018 | 519 | Absolute Abuse or Molestation Exclusion |
| PI-TER-DN1 | 121 | Disclosure Notice Of Terrorism Ins Coverage Rejection |
| IL N 119 | 1015 | California Auto Body Repair Consumer Bill Of Rights |
| CADS03 | 310 | Business Auto Declarations |
| Hired Or Borrowed Auto | 706 | Schedule Of Hired Or Borrowed Covered Auto |
| CA0001 | 310 | Business Auto Coverage Form |
| CA0143 | 507 | California Changes |
| PI-AUT-001 | 116 | Cap On Losses From Certified Acts Of Terrorism |
| Gen Liab Dec | 1004 | Commercial General Liability Coverage Part Declaration |
| Gen Liab Schedule | 100 | General Liability Schedule |
| CG0001 | 413 | Commercial General Liability Coverage Form |
| CG2132 | 509 | Communicable Disease Exclusion |
| CG2144 | 798 | Limitation of Cov to Designated Premises or Project |
| CG2147 | 1207 | Employment-Related Practices Exclusion |
| CG2149 | 999 | Total Pollution Exclusion Endorsement |

Commercial Package (GL/PL & Prop) Policy Forms (Allcove)

Policy Forms (cont.):

| Form# | Edition | Description |
|------------------|---------|--|
| CG2167 | 1204 | Fungi or Bacteria Exclusion |
| CG2170 | 115 | Cap On Losses From Certified Acts Of Terrorism |
| CG2402 | 1204 | Binding Arbitration |
| CG3234 | 105 | California Changes |
| PI-GL-001 | 917 | Exclusion - Lead Liability |
| PI-GL-002 CA | 208 | Exclusion - Asbestos Liability |
| PI-GL-042 | 422 | Total Exclusion - PFC/PFAS |
| PI-GLD-HS | 1011 | General Liability Deluxe Endorsement: Human Services |
| PI-HS-005 | 704 | Exclusion - Professional Liability Coverage |
| PI-SAM-006 | 117 | Abuse Or Molestation Exclusion |
| PI-SE-001 | 720 | Special Events Endorsement |
| PI-HS-003D | 704 | Human Services Org Professional Liability Cov Part Dec |
| PI-ARB-1 | 403 | Binding Arbitration |
| PI-HS-003 | 704 | Human Services Organization Professional Liability Cov |
| PI-HS-019 | 315 | Exclusion - Athletic Or Sports Participants |
| PI-HS-024 | 418 | Amendment Of Excl - Prescription/Nonprescription Drugs |
| CP P 004 | 706 | Excl Of Loss Due To Virus Or Bacteria Advisory Notice |
| PI-CP-DS 00 | 921 | Commercial Property Coverage Part Declarations |
| PI-CP-SUPP-SCH 1 | 921 | Commercial Property Coverage Part Supplemental Sched |
| CP0010 | 1012 | Building And Personal Property Coverage Form |
| CP0030 | 1012 | Business Income (And Extra Expense) Coverage Form |
| CP0090 | 788 | Commercial Property Conditions |
| CP0140 | 706 | Exclusion Of Loss Due To Virus Or Bacteria |
| CP0449 | 1205 | California Changes - Replacement Cost |
| CP1030 | 1012 | Causes Of Loss - Special Form |
| PI-BM-001 | 313 | Equipment Breakdown Protection Endorsement |
| PI-CP-001 | 1001 | Mold Exclusion |
| PI-CP-002 | 204 | Changes - Electronic Data |
| PI-EPE-HS | 609 | Elite Property Enhancement: Human Services |
| PI-NP-007 | 401 | Loss of Income Due to Workplace Violence |
| PI-SAM-008D | 117 | Abusive Conduct Liability Coverage Policy Dec |
| PI-ARB-1 | 403 | Binding Arbitration |
| PI-SAM-008 | 519 | Abusive Conduct Liability Coverage Form |

Please refer to the policy for a complete description of the policy forms.

Umbrella (Allcove)

Carrier: Philadelphia Indemnity Insurance Company / AM Best: A++, XV

Coverage: Umbrella

Policy Term: 11/20/2023 - 11/20/2024

Premium: \$5,375.00 (Includes Taxes & Fees)

| Coverage | Limit |
|---|-------------|
| Each Occurrence Limit | \$5,000,000 |
| Personal & Advertising Injury Limit | \$5,000,000 |
| Products Completed Operations Aggregate Limit | \$5,000,000 |
| General Aggregate Limit | \$5,000,000 |
| Policy Retention | \$10,000 |

| Underlying Insurance | Underlying Limits |
|--|-------------------|
| General Liability | |
| Each Occurrence | \$1,000,000 |
| General Aggregate | \$3,000,000 |
| Auto Liability (Hired-Non-owned Auto) | |
| Each Accident | \$1,000,000 |
| Professional Liability | |
| Each Professional Incident | \$1,000,000 |
| Aggregate | \$3,000,000 |

Umbrella Policy Forms:

| Form# | Edition | Description |
|------------------|---------|--|
| BJP-190-1 | 1298 | Commercial Lines Policy Jacket |
| IL N 177 | 912 | California Premium Refund Disclosure Notice |
| PI-FEES-NOTICE 1 | 1119 | Notice Late/Non-Sufficient Funds/Reinstatement Fee |
| PI-CANC-CA 1 | 1013 | California Cancellation Amendment |
| PI-HS-029 | 220 | Exclusion - Adoption and Foster Care Operations |
| PI-CXL-002 | 519 | Commercial Umbrella Liability Ins Policy Declarations |
| PI-CXL-001 | 314 | Commercial Umbrella Liability Insurance Policy |
| PI-CXL-004 | 119 | Directors And Officers Liability Exclusion |
| PI-CXL-006 | 912 | Employers Liability (Stop Gap) Exclusion |
| PI-CXL-007 | 519 | Abuse Or Molestation Exclusion |
| PI-CXL-014 | 912 | Subsidence Exclusion |
| PI-CXL-025 | 912 | Absolute Liquor Liability Exclusion |
| PI-CXL-032 | 912 | Fungi Or Bacteria Exclusion |
| PI-CXL-039 | 115 | Cap On Losses From Certified Acts Of Terrorism |
| PI-CXL-041 | 516 | General Liability Follow Form Endorsement |
| PI-CXL-047 | 1014 | Medical Professional Liability Exclusion |
| PI-CXL-068 | 912 | Employee Benefits Liability Exclusion |
| PI-CXL-075 | 314 | Lead Liability Exclusion |
| PI-CXL-085 | 121 | Professional Liability Coverage Sub-Limit Aggregate Limit: \$5,000,000 Each Professional Incident Limit: \$5,000,000 |
| PI-CXL-088 | 314 | Access Or Disclosure Of Confidential Info W/Exception |
| PI-CXL-092 | 119 | Automobile Liability (Sublimit) [Each Occurrence Limit: 5,000,000] |
| PI-CXL-099 | 116 | Recording And Distribution Of Material Or Information |
| PI-CXL-100 | 119 | Absolute Cyber Liability And Electronic Exclusion |
| PI-CXL-111 | 719 | Limit Of Ins Excl Clause Minimum Limit Requirement |
| PI-CXL-113 | 118 | Per Location / Per Project Agg Limit Of Ins Exclusion |
| PI-CXL-117 | 119 | Silica Or Silica-Related Dust Exclusion |
| PI-CXL-137 | 422 | Total Exclusion - PFC/PFAS |
| PI-CXL-CA 1 | 912 | California Changes - Cancellation And Nonrenewal |
| PI-CXL-CA 2 | 912 | California Changes |
| PI-UMTER-DN | 1220 | Disclosure Notice Of Terrorism Ins Cov Rejection Opt |

\$4M Excess Liability (Allcove)**Carrier:** Lexington Insurance Company / AM Best: A, XV**Coverage:** \$4M Excess Liability (Excess of Lead \$5M Umbrella)**Policy Term:** 06/30/2024 - 06/30/2025**Premium:** \$20,894.94 (Incls Taxes & Fees)

| Coverage | Limit |
|---------------------------------------|-------------|
| Each Occurrence/Claims Made(PL) Limit | \$4,000,000 |
| General Aggregate Limit | \$4,000,000 |

| Underlying Insurance | Underlying Limits |
|--|-------------------|
| General Liability | |
| Each Occurrence | \$1,000,000 |
| General Aggregate | \$3,000,000 |
| Auto Liability (Hired-Non-owned Auto) | |
| Each Accident | \$1,000,000 |
| Professional Liability | |
| Each Professional Incident | \$1,000,000 |
| Aggregate | \$3,000,000 |
| Philadelphia Lead Excess | |
| Each Occurrence | \$5,000,000 |
| Aggregate | \$5,000,000 |

NOTE:

Minimum Earned Premium is 25%

Defense costs are inside the limits

Physicians Professional Liability is excluded

Subjectivities:

Signed Terrorism (TRIA) Form Electing/Rejecting Coverage

Please provide curriculum vitae for principle staff

Signed Surplus Lines D1 Form

\$4M Excess Liab. (Allcove)

Carrier: Lexington Insurance Company / AM Best: A, XV
Coverage: \$4M Excess Liability (Excess of Lead \$5M Umbrella)
Policy Term: 06/30/2024 - 06/30/2025

\$4M Excess Policy Forms:

| Form# | Edition | Description |
|--------|---------|--|
| 143497 | 02/22 | Declarations for Healthcare Professional Liability (HPL) |
| 143501 | 02/22 | Umbrella Coverage Part |
| 143502 | 02/22 | Excess HPL Coverage Part |
| 143498 | 02/22 | General Provisions and Conditions |
| 113792 | 03/13 | Terrorism Premium Endorsement |
| 115718 | 07/13 | Economic Sanctions Endorsement |
| 117398 | 02/14 | Conditional Total Terrorism Exclusion |
| 13578 | 01/20 | HC Excess LMA Access or Disclosure or Confidential |
| 144563 | 03/22 | Policy Aggregate Limit Endorsement |
| 80783 | 08/02 | California Cumis Limitation Endorsement |
| 144565 | 03/22 | Schedule of Excluded Services Endorsement |
| 144571 | 03/22 | Volunteer Workers Endorsement |

Please see policy for complete list of forms.

Premium Summary

Premium Summary

DATE: June 20, 2024

Named Insured: Peninsula Health Care District

| Coverage | 2023-2024 Premiums | 2024-2025 Premiums |
|---|------------------------|--------------------|
| Corporate: 06/30/2024-2025 | | |
| General Liability | Incl w/ Corp Property | \$3,517.80 |
| Excess Liability | \$1,414.00 | \$2,879.50 |
| Property | \$21,552.00 | \$62,012.21 |
| Management Liability | \$56,999.00 | \$60,000.00 |
| Excess D&O | \$16,426.26 | \$18,000.00 |
| Cyber Liability (12/12/2023-2024) | \$4,663.57 | N/A |
| Trousdale: 06/30/2024-2025 | | |
| General/Professional Liability | \$118,042.05 | \$119,023.29 |
| Excess Liability | \$51,459.99 | \$51,393.96 |
| Employment Practices Liability | \$36,994.16 | \$40,773.64 |
| Fitness Center: 06/30/2024-2025 | | |
| General Liability | \$2,586.00 | \$2,786.00 |
| Excess Liability | \$778.00 | \$950.00 |
| Property | \$5,749.00 | \$5,911.00 |
| Cooperative Homes: 06/30/2024-2025 | | |
| General Liability | Incl w/ Co-op Property | Incl w/ Corporate |
| Excess Liability | N/A | Incl w/ Corporate |
| Property | \$4,827.06 | \$5,783.63 |

Premium Summary

Premium Summary (cont.)

DATE: June 20, 2024

Named Insured: Peninsula Health Care District

| Coverage | 2023-2024 Premiums | 2024-2025 Premiums |
|---------------------------------|---------------------|---------------------|
| Allcove: 11/20/2023-2024 | | |
| General/Professional Liability | \$13,110.00 | N/A |
| Umbrella | \$5,375.00 | N/A |
| Property | \$1,347.00 | N/A |
| \$4M Excess: Eff: TBD | N/A | \$20,894.94 |
| Grand Total: | \$341,323.09 | \$393,925.97 |

Estimates

 Insured Name: Peninsula Health Care District

- Please bind coverage as outlined in this proposal.
- Please bind coverage as outlined above with the following changes:

 Signature of Executive Officer

 Date

 Name & Title of Signing Officer

General Statement

COVERAGE AND LIMITS

This exhibit describes coverage, amounts, limits, etc., but it does not take the place of the actual insurance policies. While we have made every effort to remove inaccuracies from this report, some may exist. For definitive coverage provisions and exclusions, refer to the policies, endorsements, and amendments.

For property quotes, we have used values that you provided. Please carefully examine these values and/or secure an outside appraisal to ensure their accuracy and adequacy.

This proposal is based upon exposures to loss that currently exist and were made known to the agency. All changes and new exposures need to be reported by you, so that proper coverage may be offered.

Higher limits of liability may be available for additional premium.

INSURER SOLVENCY

We are not technically qualified to comment on the solvency or claims-paying ability of any insurer. In an effort to help you analyze the quality of the carrier(s), we have provided rating information from the A.M. Best rating organization. The A.M. Best office website may be found at: www.ambest.com.

We caution you that catastrophic occurrences or other business matters can quickly have a negative impact on any insurer's financial condition. State "guarantee" funds created for the protection of policyholders may limit or preclude access to reimbursement for certain types of claims and/or to companies with significant net worth.

NON-ADMITTED INSURER

If a non-admitted insurer is providing coverage, there is no protection by the state guaranty fund in the event of the insurer's insolvency.

PREMIUM PAYMENT

Regardless of the payment method you choose, it is important to note that carriers are not obligated to reinstate cancelled policies.

Agency Bill Items: If your premium is billed by us, payment is due on the effective date of the coverage or installment. Endorsement and audit premium adjustments are due on the date billed. Failure to promptly remit may result in cancellation of your coverage.

Company Bill Items: If your policy is a "company bill" contract, you must remit your payment directly to the insurance company on a timely basis. Unfortunately, insurers do not always notify us about the status of a "company bill" payment, so you can't rely on us to remind you about overdue premiums or policy cancellations. If you encounter any billing problem or have a billing concern, please call us immediately, so that we can investigate for you.

Premium Financing: You may ask us to "finance" your premium through an independent finance company. This is an unforgiving payment system. Please carefully review the finance agreement for full details on the late payment and finance charges that apply. Your insurance policy is collateral for the loan. If you miss a payment, coverage will be cancelled. Because we may not always receive late notices, The Liberty Company Insurance Brokers cannot accept responsibility for following up on late payments or threatened "non-payment" cancellations. Please do not count on us to remind you to make the payment.

THIS PROPOSAL CONTAINS ONLY A SUMMARY OF YOUR INSURANCE COVERAGE AND POLICY. IT IS YOUR RESPONSIBILITY TO REVIEW THE ENTIRE POLICY CAREFULLY AND COMPLETELY FOR ITS ACTUAL TERMS, LIMITS AND CONDITIONS. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE TERMS OF THE POLICY AND THE PROVISIONS OF THIS PROPOSAL, THE TERMS OF THE POLICY WILL GOVERN AND CONTROL.

Carrier Rating

A.M. BEST FINANCIAL STRENGTH RATING

Best's Rating consists of Rating Classification and Financial Size Category. The Rating Classification assesses the Company's overall performance and ability to meet its respective policyholder and other contractual obligations. The Rating Classifications are shown below:

| Rating Classification | Ability | "Not Assigned" Classification | Explanations |
|-----------------------|-------------------|-------------------------------|-----------------------------------|
| A++, A+ | Superior | NA – 1 | Special Data Filing |
| A, A- | Excellent | NA – 2 | Less than Minimum Size |
| B++, B+ | Very Good | NA – 3 | Insufficient Operating Experience |
| B, B- | Adequate | NA – 4 | Rating Procedure Inapplicable |
| C++, C+ | Fair | NA – 5 | Significant Change |
| C, C- | Marginal | NA – 6 | Reinsurance by Unrated Reinsurer |
| D | Very Vulnerable | NA – 8 | Incomplete Financial Information |
| E | State Supervision | NA – 9 | Company Request |
| F | In Liquidation | NA - 11 | Rating Suspended |

The Financial Size Category of Best's Rating examines the Company's financial strength. The financial Size Category accounts for the Company's equity, or Policyholder Surplus available to meet policy holder obligations. The categories are as follows:

| Class | Range in 000's | Class | Range in 000'S |
|-------|--------------------|-------|------------------------|
| I | Up to 1,000 | IX | 250,000 to 500,000 |
| II | 1,000 to 2,000 | X | 500,000 to 750,000 |
| III | 2,000 to 5,000 | XI | 750,000 to 1,000,000 |
| IV | 5,000 to 10,000 | XII | 1,000,000 to 1,250,000 |
| V | 10,000 to 25,000 | XIII | 1,250,000 to 1,500,000 |
| VI | 25,000 to 50,000 | XIV | 1,500,000 to 2,000,000 |
| VII | 50,000 to 100,000 | XV | 2,000,000+ |
| VIII | 100,000 to 250,000 | | |



June Board Meeting FY25 Budget Presentation

FY 25 Budget Key Drivers

- PHCD's Mission, Vision & Strategic Objectives:
 - ❖ Mission: All District residents are living their optimal health
 - ❖ Vision: To support District residents of all ages to achieve their optimal health and wellness through education, prevention, advocacy, and safeguarding community access to basic health services.
 - ❖ Focus Areas: Preventive Health, Mental Health, Dental Health, and Integrated Initiatives.
- The Trousdale Assisted Living/Memory Care Facility
- The Health & Fitness Center
- allcove Youth Drop-In Center
- Community Health Investment

The Trousdale Assisted Living/Memory Care Facility

Occupancy to reach stabilization of 93.1% in March 2025

PHCD Rent Assistance Fund \$240K

7.5% rate increase for all residents, effective January 1st

Total staffing increase: 1.6 FTE

Net Income: (\$307,672), \$754K better than last year's budget.

Positive Cashflow: \$408,098

| | FY 24-25 | FY 23-24 | % chg |
|-------------------------------------|--------------------|--------------------|-------------|
| Operating Revenue | 14,542,076 | 13,135,773 | 11% |
| Operating Expense | | | |
| Salaries | 5,658,243 | 5,342,082 | -6% |
| Employee Benefits | 1,706,817 | 1,539,335 | -11% |
| Registry | 240,000 | 140,000 | -71% |
| Supplies | 971,281 | 951,035 | -2% |
| Purchased Services | 564,972 | 510,648 | -11% |
| Ancillary Costs | 23,892 | 6,144 | -289% |
| Utilities | 629,592 | 564,094 | -12% |
| Insurance & Other | 522,242 | 506,136 | -3% |
| Management Fees | 572,085 | 515,831 | -11% |
| Total Operating Expense | 10,889,124 | 10,075,305 | -8% |
| Operating Margin | 3,652,952 | 3,060,468 | 19% |
| Other Income (Expense) | | | |
| Investment Income | 90,575 | 14,168 | 539% |
| Depreciation | (2,551,344) | (2,574,603) | 1% |
| Interest Expense | (1,499,854) | (1,562,189) | 4% |
| Total Other Income (Expense) | (3,960,623) | (4,122,624) | 4% |
| Net Income | (307,671) | (1,062,156) | 71% |
| Cashflow Adj. | | | |
| Debt Service Pymt | (1,696,575) | (1,630,543) | -4% |
| Capital Purchase | (139,000) | (29,000) | -379% |
| Depreciation Expense | 2,551,344 | 2,574,603 | 1% |
| Net Cashflow | 408,098 | (147,096) | 377% |

PHCD Health & Fitness Center

Membership Growth from 212 to 249 (an increase of 37 members)

2 New Health Programs: Steady Steps and Forever Fit
Personal Training Sessions and Recreation Center Classes

New Memberships: Government Employees, Student, Scholarship Discounted Memberships

Adding additional Yoga and Zumba classes due to increase demands. Paid class attendees expected to double.

Net loss of \$236K, 31K better than last year's budget

| Members | Budget 24-25 | Budget 23-24 | % Chg |
|---|------------------|------------------|------------|
| Grandfathered Members \$55/\$65 | 59 | 33 | 79% |
| Regular Members \$80 | 79 | 11 | 618% |
| Insurance \$40/\$56 | 106 | 212 | -50% |
| Discounted Programs | 5 | 0 | 0% |
| Total Members | 249 | 256 | -3% |
| Class and Program Attendees | | | |
| Per Visit Member Fee \$15 | 12 | 24 | -50% |
| Private Training Sessions \$48 | 24 | 0 | 0% |
| Paid Classes - \$5 (6mos) / \$10 (6mos) | 490 | 216 | 127% |
| Total Attendees | 526 | 450 | 17% |
| Program Revenue | 175,777 | 131,620 | 34% |
| Operating Expenses | | | |
| Salaries & Benefits | 285,427 | 291,675 | 2% |
| Contract Labor-Trainer | 7,380 | 5,280 | -40% |
| Office and Admin Supplies | 6,200 | 4,950 | -25% |
| Minor Equipment / Repairs | 6,800 | 3,000 | -127% |
| Marketing/Printing | 11,200 | 11,200 | 0% |
| Health & Fitness Programs | 9,600 | - | 0% |
| Staff Education/Training/Travel | 4,500 | 1,183 | -280% |
| Overhead Expenses | 36,400 | 34,800 | -5% |
| Depreciation | 14,159 | 16,032 | 12% |
| Total Expenses | 411,666 | 398,120 | -3% |
| Net Operating Loss | (235,889) | (266,500) | 11% |
| Cashflow Adj. | | | |
| Depreciation | 14,159 | 16,032 | 12% |
| Capital Purchase | (31,500) | (15,500) | -103% |
| Net Draw to Reserves | (253,230) | (265,968) | 5% |

allcove Youth Drop-In Center

Utilization (Unique Clients is approx. 25% of Visits)

| | |
|---|--------------|
| Mental Health Visits | 1,060 |
| Medical Visits | 36 |
| Supported Edu & Employment Specialist V | 328 |
| Substance Use | 112 |
| Non-Service Visits | 422 |
| Group Counseling | 120 |
| Peer Specialists Visits | 67 |
| Total | 2,145 |

Grand Opening Expected in Fall 2024

Serving 2,145 visits, approx. 536 unique clients

Clinical Partner Staffing to ramp up to 7.85 FTEs

63% of Operating Expense is for staffing

Operating Loss of \$(780K)

| | Budget FY 2025 | Forecast FY 2024 |
|-----------------------------------|-------------------|---------------------|
| Revenues | | |
| MHSOAC Grant | 524,263 | 524,263 |
| MHSOAC Grant Extension | 250,000 | |
| MHSOAC Expansion Fund | 500,000 | |
| Small Grants | 300 | |
| Medi-Cal Insurance Billables | 49,368 | |
| Total Revenue | 1,323,931 | 524,263 |
| Operating Expense | | |
| Salary and Benefits Total | 517,805 | 377,058 |
| Clinical Partner Contract Expense | 807,780 | 119,855 |
| Facility Lease | 367,590 | 379,497 |
| Insurance | 48,000 | 25,011 |
| Marketing and Outreach Exp | 68,000 | 15,797 |
| IT/Software | 27,000 | 6,674 |
| Office Supplies | 52,000 | 28,345 |
| Meetings and Travel | 6,000 | 2,598 |
| Consulting Services | 27,000 | 42,811 |
| Staff Training/Education | 7,300 | |
| YAG-Related | 15,500 | 2,819 |
| Overhead Expense | 70,600 | 47,188 |
| Depreciation | 89,010 | 52,226 |
| Total Operating Expenses | 2,103,585 | 1,099,879 |
| Net Operating Loss | (779,654) | (575,616) |
| Cashflow | | |
| Add Depreciation | 89,010 | 52,226 |
| Furniture/Fixture | (1,500) | (114,778) |
| Tenant Improvements | | (854,977) |
| Equipment | (62,000) | (53,540) |
| Net Draw to Reserves | (754,144) | (1,546,686) |

Sonrisas Dental Center (Draft – Consolidation Purposes)

Total Visits: 15,762 ~ 75% are low income or on Public Insurance

FQHC Pediatric contract approved – expected increase of \$100,000-\$150,000 in revenue (not in draft budget)

FQHC rate at \$360/visit effective 9/1/24

(For comparison: Denti-Cal \$147, HPSM \$194)

10th Operatory Build-Out not in current budget draft

Strong Cash Position: \$1.875M as of 5/13/24

| Patient Care | San Mateo | HMB | FY 25 |
|-------------------------|---------------|--------------|---------------|
| Commercial Insur. | 362 | 78 | 440 |
| PPO | 2,654 | 471 | 3,124 |
| Private Pay | 362 | 39 | 401 |
| Public Dental Insurance | 5,964 | 1,922 | 7,885 |
| Affordable Plan | 241 | 353 | 594 |
| Farmworker | 0 | 431 | 431 |
| FQHC | 2,258 | 627 | 2,886 |
| Total Visits | 11,841 | 3,921 | 15,762 |

| Summary | Budget FY 24-25 | Budget FY 23-24 | % Chg |
|------------------------------------|--------------------|--------------------|----------|
| Total Revenue | 6,569,528 | 6,249,228 | 5% |
| Total Personnel | (4,982,239) | (4,746,250) | -5% |
| Total Clinic Expense | (684,262) | (678,935) | -1% |
| Total Overhead Expense | (957,973) | (917,421) | -4% |
| Total Fundraising/Outreach Expense | (253,978) | (189,416) | -34% |
| Net Income | (308,924) | (282,794) | -9% |
| Cashflow Adjustment | | | |
| Depreciation | 319,205 | 306,872 | |
| Capital Expenditure | (154,220) | (138,028) | |
| Net Cashflow | (143,939) | (113,950) | |

General Operations Community Health Investments Leasing Activities

Income:

- Tax Revenue: \$9M
- Leasing Income (net): \$2.6M
- Investment Income: \$3.6M
(\$2.2M non-cash Acct'g Adj)
- Misc Income: \$492K (\$490K to record value of free or discounted rent – non cash)

Key Expenses:

- Community Health Investment: \$4.4M
- Personnel 5.5 FTE: \$1.2M
- Sonrisas Dental Health: \$800K
- Legal Expense: \$360K
- Board Election: \$300K

Capital Budget FY 25

| PHCD | |
|------------------------------|---------------|
| Emergency IT replacement | 5,000 |
| Camera Installment | 5,000 |
| Boardroom Windows Repair | 5,000 |
| Interior Painting | 40,000 |
| Total | 55,000 |
| Leasing | |
| Emergency Leasing Repairs | 10,000 |
| 1764 MPW Roof Repairs | 10,000 |
| Total | 20,000 |
| Health & Fitness | |
| Nustep | 15,000 |
| Treadmill | 6,000 |
| Carpet Replacement | 10,500 |
| Total | 31,500 |
| allcove Youth Drop-In Center | |
| Furniture | 1,500 |
| Medical Equipment | 55,000 |
| Office Equipment | 7,000 |
| Total | 63,500 |

| The Trousdale | |
|--|-------------------|
| Replace roof panels (no estimate yet- rough estimate) | 30,000 |
| Entryway Lights | 8,000 |
| Reception desk | 8,000 |
| Replace flooring in elevator and elevator landing area | 8,000 |
| Corridor lighting | 10,000 |
| New Copy Machine | 15,000 |
| Speak To Technology - To replace K2 | 25,000 |
| Unit Turns | 20,000 |
| Allowance for As Needed Purchases - Furniture | 5,000 |
| Allowance for As Needed Purchases - Dining | 5,000 |
| Allowance for Technology Upgrades/Replacements | 5,000 |
| Total | 139,000 |
| Sonrisas Dental Health | |
| Facility Improvements | 16,500 |
| IT Equipment | 23,009 |
| Replacement Dental Equipment | 114,711 |
| Total | 154,220 |
| Capital Plan Total | \$ 463,220 |

| | BUDGET FY 24-25 | | | | | | FY 23-24 | |
|---|--------------------|------------------------------|-------------------------|-----------------------|---------------------------|---------------------|---------------------|---------------------|
| | PHCD | The Trousdale AL/MC Facility | Health & Fitness Center | alcove Drop-In Center | Sonrisas (Component Unit) | Consolidated Budget | Budget | Projected |
| Ordinary Income/Expense | | | | | | | | |
| Income | | | | | | | | |
| San Mateo County Tax | 9,000,000 | | | | | 9,000,000 | 8,500,000 | 8,524,646 |
| Lease Income | 2,559,681 | | | | | 2,559,681 | 2,566,087 | 2,613,740 |
| Investment Income | 3,557,780 | 90,575 | 300 | | | 3,648,654 | 2,858,927 | 3,311,684 |
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| Interest/Depreciation Expense | | | | | | | | |
| Interest Expense | | (1,499,854) | | | (32,806) | (1,532,660) | (1,606,293) | (1,632,445) |
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| PHCD Approved Program Support | (1,040,000) | 240,000 | | | 800,000 | 0 | 0 | 0 |
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| Financial Ratios | PHCD Ratios | | FY 23-24 Budget | | | | | |
| Excess Margin | 1.6% | | 15% | | 👍 | | | |
| Maximum Days Cash on Hand | 536 | | 565 | | 👍 | | | |
| Debt Service Coverage ¹ | 1.7 | | 3.24 | | 👍 | | | |
| Cash to Debt | 64% | | 114% | | 👍 | | | |
| Debt to Capitalization | 62% | | 27% | | 👍 | | | |
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DATE: June 13, 2024
TO: PHCD Board of Directors
FROM: Vickie Yee, CFO
SUBJECT: Proposed FY '25 PHCD Consolidated Operating Budget

The Finance Committee reviewed the drivers and assumptions along with PHCD's consolidated operating budget and cashflow on May 14, 2024, and recommends Board approval of the FY 24-25 budget.

The Committee recommended two changes which are incorporated into the budget -

- Increased Community Outreach by \$25K
- Add allcove Outreach Expense of \$20K

There was one change outside of the recommendation -

- Add Other Contributions of \$25K for the CEO's discretionary fund per PHCD policy and the Board Chair's recommendation.

The proposed consolidated budget ends the year with a positive \$5.6M net income and a positive cashflow of \$4.4M. Below are key items to note -

1. **San Mateo County Tax Revenue** - \$9M
2. **Leasing Income** – net \$2.6M
3. **Investment Income** - \$3.6M (\$2.2M – non-cash Acc'g Adj.)
4. **Community Health Investment Expense** - \$4.4M
5. **Administrative & Overhead Cost** - \$2.5M (48% is personnel cost)
6. **Debt Service (COPs)** – Interest Expense: \$1.5M, Principle Payment: \$1.7M, Balance at June 2025: \$38M
7. **Capital Expenditure** - \$463K (PHCD Office \$55K, Leasing \$20K, Health & Fitness \$31.5K, allcove 63.5K, The Trousdale \$139K, and Sonrisas \$154K)
8. **PHCD Internal Program Support** -
 - a. The Trousdale Rent Assistance Fund - up to \$240K.
 - b. Sonrisas San Mateo Dental Center funding at \$800K
 - c. Health & Fitness Center operation - \$253K
 - d. allcove Teen Mental Health Center - \$772K

At the end of FY25, the projected available cash for programs after reserves is \$32M. The budget exceeded all 5 financial ratios established in the Strategic Financial Policy. The drivers and assumptions, as well as the consolidated budget, are attached for your review.

ACTION REQUESTED: The Finance Committee and management recommend that the Board approve the FY '24-'25 PHCD Consolidated Budget as presented.



Peninsula Health Care District

General Operations/Community Health Investments/Leasing

PROPOSED BUDGET FY 2025
DRIVERS AND ASSUMPTIONS

- **DRIVERS**

- PHCD vision, mission, strategic objectives
- The Trousdale Assisted Living/Memory Care Facility operating budget
- The Health & Fitness Center operating budget
- allcove operating budget
- Community Health Investment

- **ASSUMPTIONS**

- Income:
 - a) Tax revenues budgeted \$9M, a little higher than FY 23-24 projections of \$8.5M.
 - b) Lease income is based on Sutter Health's lease agreement and current & projected occupancy at the Marco Polo properties (82% @ 1740 and 83% @ 1720) which includes free & discounted rents for two non-profits. No lease income from 430 El Camino (Sonrisas), 1875 Trousdale (The Health & Fitness Center), and 111-113 16th St. (San Mateo Homes).
 - c) Investment income is based on the Q3 balance & returns. Close to 5% on investment portfolios
 - d) Miscellaneous Income \$490K from the recognition of the rental value for the use of facilities by non-profits (will be offset by the donated value in Community Health Investment)
- Expenses:

Community Health Investment (CHI) budget is \$4.4M (increased by \$330K from prior year's budget)

 - a) Community grants, Impact partnership grants, small grants, sponsorships, healthcare workforce -\$2M
 - b) Other Contributions - \$25K (new) for CEO's discretionary fund
 - c) Targeted Prevention Program \$250K (no change)– Immunization, Drug Abuse, Screenings
 - d) Special Funding Initiatives \$608K (increased by \$166K) – Board approved programs include HepB Free, Senior Services, RIP, COED, Rise, and Care Solace
 - e) Community Outreach \$100K (increase by \$50K), includes newsletters, partner's events, promotional items, mailings, and outreach partnerships.
 - f) Community Education \$60K (increase by \$10K), 3-4 townhalls, wellness classes, Parent Venture education series
 - g) New Program Research & Development \$250K (no change) for new opportunities
 - h) Donated Value for the use of Facilities \$490K – (adj for inflation, increased by 79K over prior year) to recognize community benefit from rent-free use of facilities and discounted rents.
 - i) PWC Master Plan Cost \$660K – no change from last year.

CHI Support of Internal Programs

- a) Sonrisas San Mateo Dental Center funding \$800K – 2nd year of 3-year funding
- b) The Trousdale rent assistance fund up to \$240K – same as last year/Board approved fund.
- c) Program Funding: Health and Fitness Center - \$253K, allcove Teen Mental Health Center - \$752K

Administrative & Overhead budget is \$2.5M (increased by 435K from prior year's budget)

- a) Staff Salaries & Benefits \$1.2M (increase \$20K) - Includes salary, retirement 8.07%, health benefits 10% inc, life insurance, and tax liability. Assuming no leave taken by staff and includes 5% anniversary/performance inc.
- b) IT/Phones/Software \$98K – an increased of \$30K -reflects current expenses, possible new grants software add-on \$10K, & Add'l \$10K in IT support cost based on current usage due to add'l equipment & staff). Phone, Internet, Board Docs, Intacct, Wizehive, Ipad Data, Data security features, Unplanned Issues, Annual Increases
- c) Insurance \$82.5K – (increased by \$10.5K – estimated @ 15% increase)
- d) Board Election \$300K – Election year, budget for holding an election
- e) Legal expense 360K (no change)
- f) Consulting Expense \$156K – (increase by \$37.5K) Includes Review of HR policy/procedures \$5K, Review of Internal Control policy/procedure \$10K, Strategic Planning \$7K, Communications \$12K based on contract, Audit & Filings increase of \$3.5K
- g) Travel & Meetings \$55K – (decreased by \$3.8K) Board members and staff attendance/travel. 3-6 people may attend the ACHD annual meeting & visit other allcove facilities. Plus, Board stipend, Car Allowance, Mileage Reimbursement.
- h) Staff Education and Training – NEW \$24K All staff retreat and individual education and training.
- i) Subscriptions and Membership dues – NEW \$4.2K – new District memberships: American Public Health Association and Interdisciplinary Association for Population Science
- j) Miscellaneous - \$32K (decrease of \$3.4K) Includes job postings and recruiting fees
- k) All other expenses – either no increase or minor adjustments

PHCD PROGRAMS

THE TROUSDALE ASSISTED LIVING/MEMORY CARE COMMUNITY

PROPOSED BUDGET FY 2025

DRIVERS AND ASSUMPTIONS

- **The Trousdale** is budgeted at a net loss of \$308K, which includes interest expense of \$1.5M, depreciation of \$2.5M, and \$240K in PHCD Rent Assistance Fund. Expected cashflow is a positive \$408K.
 - **Revenue:**
 - a) July 1 AL occupancy: slight increase from March 31 actual (from 93 on 3/31 to 94 on 7/1)
 - b) July 1 MC occupancy: no increase from March 31 actual (from 24 on 3/31 to 24 on 7/1)
 - c) AL occupancy growth: none; stabilized at 93% for all 12 months
 - d) MC occupancy growth: about +1 in Jul, Aug, Sep, and Feb, to end at 91%
 - e) AL average level of care increases gradually from 1.80 @ 7/1 to 1.95 at 6/30 (actual was 1.75 in Feb.)
 - f) MC average level of care 2.50 in private rooms and 3.00 in shared rooms for entire yr (actual 2.45/2.82 in Feb.)
 - g) 7.5% rate increase for all residents, effective January 1
 - h) Community Fees remain at \$5,000
 - i) Other Operating Revenue: budgeted similar to past 12 months experience
 - j) PHCD Rent Assistance at a fixed rate of \$20K/mo or \$240K/yr
 - k) Other rent concessions/incentives at \$11,500 per month (\$10,000 for AL, \$1,500 for MC)
 - **Labor Expenses:**
 - a) No growth in RCA/RMA staffing during the year in AL (28.7 FTEs)
 - b) Eliminated RCC/MCC Assistants (1 FTE each)
 - c) Increased Housekeeper from 2 FTE to 3 FTE
 - d) Shifted 1 FTE from Prep Cook to Cook (3 Cook, 1 Prep Cook)
 - e) Increased Wait Staff from 6 FTE to 8 FTE
 - f) Increased Lead Wait Staff from 1 FTE to 1.5 FTE
 - g) Increased Life Enrichment Assistant from 2 FTE to 2.5 FTE
 - h) Reduced Residential Living Advisor from 2 FTE to 1 FTE
 - i) No other FTE changes from 2023-24 budget
 - j) Added \$1/hour to current RCA/RMA pay rates to calculate average pay rates as of July 1
 - k) 5% increase in salaries for most staff from 2023-24 rates
 - l) 6% increase in salaries for RCA/RMA (in addition to \$1/hour increase noted above)
 - m) Wage % increases smoothed over entire year for hourly employees; applied on July 1 for salaried employees
 - n) Commissions at \$1,200/move-in (\$1,000 for RLA and \$200 for Move-In Coordinator)
 - o) Used historical trend for PTO estimate (5.75% of productive salaries)
 - p) Overtime \$ budgeted at 3% of regular wages
 - q) 16.25% rate for Eskaton Health Plan (the current 2024 rate is 15.25%, with a 1% increase anticipated for 2025)
 - r) 3.75% rate for Workers' Compensation (the current 2024 rate is 4.75%, with a 1% decrease anticipated for 2025)
 - s) 2.25% rate for CHC 401(k) (an increase over the 1.75% current rate, as participation has been increasing), 4% rate for ED 401(k)

- Other Expenses:
 - a) Registry: Budgeted at \$20,000 per month for all 12 months
 - b) Food calculated per resident day (including add'l factor for guest meals), with a 6% increase over actual average 2023-24 rates
 - c) General inflation rate of 5%
 - d) Cable TV: Fixed monthly rate at 3% increase over current rate, effective February 1
 - e) Telephone/internet: Estimated based on current rates with 3% increase
 - f) Trash/refuse: Estimated based on current rates with 3% increase
 - g) Water/Sewer: Seasonally adjusted estimates based on current rates with 3% increase
 - h) Gas/Elec. (PG&E): Seasonally adjusted estimates based on current rates (10% inflation '23->'24, 3% for '24->'25)
 - i) Referral fees: \$3,675 per month (total over past 12 months has been \$77,500, expected to decrease due to increased marketing and advertising efforts)
 - j) Business Insurance: Pending discussion with broker, increases have been applied to current actual expense: Property: 10%; Liability: 7.25%; Auto: 5%

HEALTH & FITNESS CENTER

PROPOSED BUDGET FY 2025

DRIVERS AND ASSUMPTIONS

- **The Health & Fitness Center** budgeted at a loss of (\$235K), \$31K better than the previous year's budget.
- Membership:
 - a) Begin the year with 212 members with a steady growth to 249 (37 new members).
 - b) Currently, about 31% of our members are through insurance-based membership. We expect that percentage to increase over time.
 - c) Existing Members to remain about the same. Loss of -2 throughout the year, ending at 59
 - d) New Members (79) to remain the same
 - e) Insurance Membership - Seniors to increase by +2 per month (from 64 to 106)
 - f) Government Employee to increase by +3 for the year (from 2 to 5)
 - g) New Special Events Programs – i.e. Forever Fit Program, Fall Prevention Program, open house
 - h) No annual assessment fee as it would be part of the membership fee paid.
 - i) Personal training - 2/month on average
 - j) Classes – 5-8 classes/mo with 490 attendees for the year
 - k) Massage therapy – Room leased to therapist.
- Revenue: \$175,477, increased by \$44K or 33% from last year's budget
 - a) New member fee \$80/month, discount offered on packages.
 - b) Existing members pay \$55 seniors/\$65 non-seniors per month.
 - c) Insurance membership – \$40 seniors/\$56 non-seniors per month
 - d) Government employees – \$45 seniors/\$55 non-seniors per month
 - e) Classes @ \$5/session, beginning of January 2025 classes will be \$10/class.
 - f) Massage Therapy est. \$300/month in rent
 - g) Insurance members are expected to grow.
- Expenses: \$411,666, increased by 14K or 3.4% from last year's budget
 - a) Budget based on the current cost.
 - b) 5% increase in salaries (1 FTE Director, 3.14 FTE Member Service Rep (an increase of .14 FTE)
 - c) 2 benefited employees

- d) Added Member Service Representative hours of 5.5 hours/wk to budget for a part-time staff/instructor.
 - e) Benefits based on current rates with 10% increase.
 - f) Contract labor – Classes to gradually increase from 5 classes/mo to 8 classes/mo @ \$90/class.
 - g) Office supplies - Based on current usage.
 - h) Smaller fitness equipment category added (\$150/month)
 - i) Equipment Repairs \$5K – The machines are getting old and may need new parts.
 - j) Marketing \$10K – same as last year. Postcard, Mailer, Ads. Increase visibility.
 - k) Other Purchased Services remain the same at \$30,000 – includes copier lease, software, laundry services, gym doctor, alarm, website, IT, AED, phone, music subscription.
 - l) 2 new health programs initiated in FY25 to cover costs of materials, equipment, and personnel.
 - m) Utilities – Based on current rates/usage.
 - n) Staff training was added (\$3k) to cover the cost of certifications.
 - o) Depreciation - based on current and planned capital purchase for the year.
- Exploring the possibility becoming a medically certified fitness center through the Medical Fitness Association
 - Continued exploration of other insurance options and membership pricing.

allcove™ SAN MATEO YOUTH DROP-IN CENTER

PROPOSED BUDGET FY 2025

DRIVERS AND ASSUMPTIONS

- **allcove™ San Mateo Youth Drop-In Center** (budgeted at a loss of \$772K)
 - General Information:
 - a) Opening January 2024 (Soft Opening); Fall 2024 (Grand Opening)
 - b) Open Mon, Tues, Thurs, Friday (1pm – 7pm); Saturday (10am – 2pm)
 - c) Total Visits from January 22nd, 2024 – April 30th, 2024 (approx.. 3mos): 194 - For Comparison, below are data from other allcove™ centers:
 - allcove™ Palo Alto - Year 1 utilization = 504 total visits
 - allcove™ Beach Cities November 2022 – June 30th, 2023: Utilization – 2,689 total visits; 520 of visits are for mental health services
 - d) Clinical Partner staffing to ramp up by January 2025 – 7.85 FTEs
 - e) Maximum Capacity (visits) based on staffing budget: approx. 2,688 MH visits (Serving 336 unduplicated youth per year, with 8-12 visits per youth per year).
 - Utilization: Anticipating grand opening in September/October. The numbers are expected to grow significantly after the grand opening. However, visits are expected to drop during the Summer and Holidays months.

| | |
|--------------------------------------|-------|
| a) Mental Health Visits: | 1,060 |
| b) Medical Visits: | 36 |
| c) Supported Education & Employment: | 328 |
| d) Substance Use: | 112 |
| e) Non-Service Visits: | 422 |
| f) Group Counseling: | 120 |
| g) Peer Specialist Visits: | 67 |
| Total Visits: | 2,145 |

- Billables: \$49,368
 - a) 40% Mental Health Visits on Medi-Cal starting January 2025
 - 10% first visit @ \$199/visit
 - 30% Continued Care @ \$113/visit
 - b) 100% Group Counseling on Medi-Cal starting January 2025
 - \$30.32/session

- Non-Billables:
 - a) Mental Health 60% of visits – Hope to bill additional insurance providers in FY 26
 - b) Medical 100% of visits – Hope to bill additional insurance providers in FY 26
 - c) Supported Education & Employment Specialists - client engaged 11%
 - d) Peer Support Specialist - client engaged 15%; (potential reimbursable FY 26)
 - e) Non-Service Visits – i.e. homework, event nights, or just to hang out in a safe space.

- Revenue:
 - a) State grants: MHSOAC \$524K, MHSOAC Extension \$250K, MHSOAC Expansion \$500K
 - b) Billables: Medi-Cal only \$49K

- Expenses: \$2.1M – 63% cost for staffing
 - a) 4 FTE PHCD staff – 1 Program Manager, 1 Clinical Director, & 2 Peer Specialists
 - b) Consulting services (legal and professional) ongoing
 - c) Clinical partner contract: \$807,780 (3.85FTE to ramp up to 7.85FTE)
 - d) Rent based on the lease agreement.
 - e) Marketing/Outreach: \$68K includes significant outreach & communication: In-person presentations, flyers, targeted social media campaigns, brochures, grand opening, targeted Ads, School Newspaper Ads, Merch, Billboards, Digital Ads (TV, Digital Advertising Truck, etc.).
 - f) YAG related expenses (expansion of the YAG to 25 members): \$15,500
 - g) Meetings & Travel: \$6K – potential site visits/mileage reimbursements
 - h) Staff Training/Education: \$7,300 – continued education/certifications/conferences/seminars
 - i) Overhead: \$131K includes janitorial, phone, internet, IT, software, building maintenance, office supplies, insurance, dues, fees, printing, postage, events, food, etc.
 - j) Depreciation on improvements and equipment is estimated at \$89K for the year.
 - k) Capital Purchases:
 - Medical Equipment: \$ 55,000
 - Other Equipment: \$ 7,000
 - Fixture/Furniture: \$ 1,500

| | |
|-------|-----------|
| Total | \$ 63,500 |
|-------|-----------|

**Peninsula Health Care District
Operating Budget 2024 - 2025
Draft**

| | BUDGET FY 24-25 | | | | | | FY 23-24 | |
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*Program support is part of the Community Health Investment Budget

| Financial Ratios | PHCD Ratios | FY 23-24 Budget | |
|------------------------------------|-------------|-----------------|---|
| Excess Margin | 1.6% | 15% | 👍 |
| Maximum Days Cash on Hand | 536 | 565 | 👍 |
| Debt Service Coverage ¹ | 1.7 | 3.24 | 👍 |
| Cash to Debt | 64% | 114% | 👍 |
| Debt to Capitalization | 62% | 27% | 👍 |

¹ Debt Service Coverage is above PHCD Ratio and Debt Service requirement of 1.2 coverage

