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**PUBLIC MEETING OF THE
BOARD OF DIRECTORS
6:30 PM, Thursday, October 24, 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: 10/9/2024 & 10/24/2024: Chairman Cappel

4. Consent Calendar: ACTION

- | | |
|---|------------------|
| a. Board Meeting Minutes - September 19, 2024 | Pg. 1-9 |
| b. CHIC Meeting Minutes – September 16, 2024 | Pg. 10-12 |
| c. Checking Account Transactions - September 2024 | Pg. 13-15 |
| d. Treasurer's Report - September 2024 | Pg. 16 |
| e. Q1 Fiscal Year 2024-2025 Unaudited Financials | Pg. 17-21 |
| f. Quarterly Investment Report | Pg. 22-24 |
| g. Updated Board Policies | Pg. 25-62 |

5. Business:

- | | |
|---|------------------|
| a. Sonrisas Grant FY 25 Q1 Update: Spandan Chakrabarti, Director of Development | Pg. 63-67 |
| b. Community Health Investment Committee; Letter of Interest Update: Fátima M. Rodríguez, Strategic Initiatives Director | Pg. 68-72 |

6. Reports:

- a. **Board Chair and Director Reports**
Community Health Investment – 10/7

Strategic Direction Oversight – Next Meeting 11/6
Finance – Next Meeting 11/12

7. Correspondence and Media:

- a. 10/17 Thank you card from PJCC
- b. 10/17 Thank you letter from NCEFT

Pg. 73-74

Pg. 75

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, September 19, 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> John Jurow, Chief Executive Officer, San Mateo County Health Foundation

1. Call to Order and Roll Call: Chairman Cappel called the meeting to order at 6:31 p.m. Roll call attendance was taken. A quorum was present.

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

3. Report Out from Closed Session: 8/5/2024 & 9/19/2024: Chairman Cappel stated that the Board held discussions reviewing the ongoing negotiations with the PWC developers during the closed session meetings on 8/5/2024 and 9/19/2024.

4. Consent Calendar: ACTION

- a. Board Meeting Minutes - July 25, 2024
- b. CHIC Meeting Minutes - July 15, 2024
- c. Q4 FY 2023-2024 Unaudited Financials
- d. Checking Account Transactions - July & August 2024
- e. Treasurer's Report - July & August 2024

Vice-Chairman Pagliaro asked about a payment listed on page 19 to the Jefferson Union High School District, to which YBPM Almes clarified that it was made for payment of the allcove™ San Mateo Substance Use Counselor.

Director Zell inquired about the payment to Voler Strategic Advisors, Inc. and whether \$8,000 is the standard amount. CFO Yee confirmed that this is indeed the monthly fee for their services.

Motion to Approve Consent Calendar as Presented

Motion: By Vice-Chairman Pagliaro; Director Sanchez

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

Noes: 0

Abstain: 0

Motion Passed: 5/0/0

5. Business:

a. San Mateo County Health Foundation 3D Mammography Update: John Jurow, Chief Executive Officer, San Mateo County Health Foundation

Project Description

Up until recently, San Mateo Medical Center (SMMC) operated on 2D Digital mammography units purchased in 2014. These units included the ability to upgrade to 3D Tomosynthesis, which is now becoming the standard of care in mammography to assist in detecting cancer at an earlier stage. This upgrade means that the medical center is in a better position to alter a patient's treatment plan and reduce healthcare costs.

Project Impact

- The SMMC Diagnostic Imaging department serves approximately over 5,500 patients.
- 3D Tomosynthesis is provided to all patients coming in for their mammography screening to detect breast cancer at an earlier stage.
- With this upgrade, the medical center is better positioned to expand their services. They have begun this process, and the mammography van is a big step in that direction.
- They can accurately measure the number of cancers detected – both positives and false positives.
- In the past, there would have been a higher rate of patients being called back after a 2D mammography to take additional images. 3D mammography helps mitigate the extra stress and anxiety for the patient brought on by the uncertainty of these callbacks.

Expenditures

Total: \$789,785.63 for upgrades by Hologic Inc. These costs cover the digital plates, software upgrades, installation, warranty, and annual services associated with the 3D upgrades.

- 08/14/2023 \$36,176.25
- 08/14/2023 \$166,483.10
- 08/16/2023 \$164,437.50
- 08/17/2023 \$330,920.60
- 08/17/2023 \$51,206.93
- 09/26/2023 \$40,561.20

Mammography Van Timeline

San Mateo Medical Center is undergoing a significant upgrade to its Electronic Health Record System (Epic), scheduled to go live in November. All other projects are on hold during this period due to limited County resources. The mammography van will depend on this system upgrade to transmit images and reports to the medical teams. They plan to purchase the van starting in the first quarter of 2025, with delivery expected within six months. Once on campus, they will proceed with accreditation, training, and software installation within the year.

Q & A with John Jurow

Dr. Sanchez asked if the upgrade to 3D Tomosynthesis affects the rate of false negative test results. The upgrade will influence all aspects of mammography patient care.

Dr. Navarro asked if other hospitals are utilizing Epic for patient record management besides San Mateo Medical Center?

Yes, other hospitals in the region that use Epic include Sutter, UCSF, Stanford, and El Camino.

b. Community Health Investment Impact Assessment & Budget Proposal: Dr. Rick Navarro, PHCD Director, Dr. Henry Sanchez, PHCD Director, Ana M. Pulido, Chief Executive Officer, Fátima Rodríguez, Strategic Initiatives Director

CEO Pulido announced that the following agenda item is a final report of one of the District's strategic plan goals that is outlined as a comprehensive review and analysis of the entire grants program. This evaluation, as written in the strategic plan, will assess its alignment with the District's strategy and lead to recommendations for its future direction. As such, over the past year and a half, Dr. Navarro, Dr. Sanchez, CEO Pulido, and SID Rodríguez have collaborated to evaluate the significance and community impact of the District's grant portfolio. Their assessment includes data collection, site visits, and storytelling, focusing not only on the organizations funded by the District but also on the individuals and communities they serve.

Background

- The program was established in 1996 and continues to serve as one of the District's community benefit strategies to address the health needs of its residents.
- Through partnerships with community grantees, the District expands its reach and impact throughout the region in strategic focus areas and priorities.
- Grant focus areas in recent years have been centered on Healthy Aging, Preventive Health, and Mental Health. Health Equity is now a cross-focus theme.

Through the Community Grants Program (CGP), PHCD can:

- Gather real-time information about community needs and service gaps
- Share District resources through vast community networks
- Magnify the power of grantees' individual and collective efforts (i.e., programs, strategies)
- Identify opportunities for further collaboration
- Strengthen and support the health ecosystem in the District
- Influence community-level health outcomes

Measuring the Impact of CGP

Grantee Partner **LifeMoves** was presented as an example, leveraging key components of their Midyear report: July 2024

- 2024 One-Year Grantee: \$30K
- 100% of incoming clients over age 5 screened for behavioral health issues, assessing a total of 165 individuals in the first six months of the grant period
- 197 hours of individual, group, and milieu therapy sessions to the adults and children at First Step.
- 100% of 2023-2024 practicum students agreed that their skills would be useful to the broader community in the future.

PHCD Grant Portfolio Budget

- The total annual budget is \$2.0 M
- The Consumer Price Index (CPI) for SF-OAK-HAY region over the 17-year period ranges from 1.11% to 5.00%
- Budget has remained constant since 2007, not accounting for inflation and other factors
- The aggregate CPI is 49.5%

Comparison of Bay Area Sister Districts' Annual Community Benefit / Grants

Most Recent Year

- Sequoia Healthcare District \$5.2 M
- West Contra County Healthcare District \$5.0 M
- El Camino Healthcare District \$7.4 M
- Peninsula Health Care District \$2.0 M (\$3.0 M with a CPI increase)

Portfolio Evolving and Expanding to Address Residents' Needs & Service Gaps

- Strategic Plan integration
- Launch of Impact Partner Grants
- Re-envisioning Community Grants Program to include 1 and 2-year grants
- Broadened outreach to community organizations
- Focus on identifying core metrics to monitor, track, and report impact
- Building a Community of Practice within and across Focus Areas

Budget Increase Scenarios

	Total Budget Proposal	Difference
<i>Scenarios 1</i>		
Average Annual Grants Budget for the Bay Area Health Care Districts	\$4.9M	\$ 2.9M
<i>Scenarios 2</i>		
Community Grants Funds Per Resident	\$3.75M	\$1.75M
<i>Scenarios 3</i>		
Catching Up with the Consumer Price Index	\$3.0M	\$1M

Formalizing and Integrating a Mechanism for Routine Review of the Community Grants Budget

- Leveraging the Community Health Investment Committee (CHIC)
- As part of their advisory role, they can be charged with the responsibility to:
 - Routinely review and analyze the grants total budget (i.e., every two years)
 - Develop and propose recommendations to the Board of Directors
- This approach supports the need for ongoing review and provides the necessary information to make sound financial decisions

Q & A with Dr. Navarro, Director, Dr. Sanchez, Director, Ana M. Pulido, CEO, and Fátima Rodríguez, SID

Director Zell asked why this proposal was not presented to the Finance Committee prior to its introduction at the Board meeting.

CEO Pulido stated that the evaluation and future recommendations for the Community Health Investment Portfolio are integral to the District's strategic plan and board goals. As such, these evaluations were presented to the entire board for consideration, rather than being reviewed by a standalone sub-committee.

Director Zell, a member of the District since 2013, views the Grants program as the weakest component, noting that none of the grants have made a significant impact compared to initiatives like those with Sonrisas Dental Health, The Trousdale, and allcove San Mateo. He explained that the grants program was created in response to public criticism about the District's wealth accumulation without corresponding expenditures and mentioned that he reduced its budget during his tenure as treasurer to address more pressing needs. While he supports maintaining the current \$2 million budget, he opposes allocating an additional \$1 million and prefers to keep the program as is until a more permanent solution is found, citing concerns from legislators about the effectiveness of healthcare district grants.

Director Navarro asked Director Zell if he believed that Samaritan House, a current grantee of PHCD, has made a significant impact.

Director Zell stated that the contributions from the District to Samaritan House have varied over the years, and they are quite minimal compared to the overall funds they raise, especially since they are primarily funded by San Mateo County. When you compare those contributions to the District's investments in facilities like the one down south or AbilityPath, which operates a home for developmentally disabled adults, the difference is clear. Those were multi-million dollar investments that have lasting benefits.

Director Sanchez stated that the proposed \$1 million budget increase is essentially a continuation of what began in 2007. He understands the concerns Director Zell raised from years ago, but the situation has evolved. The District is now engaged with organizations like Sonrisas Dental Health and AbilityPath, and he doesn't believe writing checks accurately reflects the impact they are having through these partnerships. The work being done through these grants is vital, as it not only supports local initiatives but also saves lives by providing essential services and resources to those in need within the community.

Director Navarro expressed that the District has fallen behind—not only in comparison to what it used to do but also relative to what other districts are currently doing with their grant programs.

Director Zell stated that he believes the reason the District isn't on the radar of legislators in Sacramento is that they are investing in several meaningful projects rather than just allocating more funds to the grants program. That extra \$1 million could be better spent on more impactful, permanent projects.

Vice-Chairman Pagliaro stated that after reviewing the contributions of other districts to grants, he feels that the District could allocate more funds. He also agrees with Director Zell's points about investing in

more impactful programs. Perhaps, they should consider reducing the number of grantees and providing larger amounts to those that remain in the program.

Vice-Chairman Pagliaro wanted clarification on the scenarios for the proposed budget increase.

Director Navarro replied that the most cost-effective option would be Scenario 3.

CEO Pulido stated that the mission of the District is to help residents achieve optimal health through program services. While some of PHCD programs, like the Health & Fitness Center and The Trousdale are thriving at their near maximum capacity, they can only serve hundreds. The grants program allows the District to reach and impact thousands through the grants portfolio in order to address various community needs and fulfill its mission. As such, the grants program deserves not only to be retained but also to be expanded.

Vice-Chairman Pagliaro asked about the measures the District is taking to ensure that grantees are meeting their metrics and goals.

SID Rodriguez stated that one of her key responsibilities is to track, monitor, and report on what the agencies are doing by analyzing their midyear and end-of-year reports.

Vice-Chairman Pagliaro stated that he does not recall receiving detailed reports on the funds allocated to these organizations and the impact those funds have had. He would like to see more accountability regarding how the District measures the utilization of funds by grantees.

CEO Pulido stated that these reports are reviewed by staff and addressed at the committee level but can be shared with the entire Board in the future.

Director Sanchez stated that many of the grantees are making a significant impact on the community. Diversifying the District's portfolio through the grants program will benefit the community as a whole.

Chairman Cappel agreed with Director Zell that funds could be invested in programs with greater impact. However, he also recognized that many smaller programs fulfill important needs in the community. One of the primary purposes of the District is to address service gaps.

CEO Pulido emphasized that accountability is a key focus of the program. She noted that midyear and end-of-year reports play a significant role for organizations in the next grant cycle, as the committee will use these reports to assess whether the organizations have met their goals and metrics.

Director Zell stated that he appreciates that there seems to be a consensus on the need to spend funds in the community. However, he is uncomfortable with delegating such a significant portion of the District's budget to one committee.

Director Navarro stated that since 2007, there has been no movement in the grants budget, and each year, the District is providing less funding to fewer organizations. This issue is compounded by inflation.

Director Zell stated that the budget amount is arbitrary. Once PHCD adds that extra \$1 million to the budget, it becomes a line item that is essentially undefined. The funds won't be directed toward any specific cause but will depend on the vetting process of the Community Health Investment Committee. Additionally, as Chairman Cappel pointed out, the District has previously funded fraudulent organizations that were able to get passed the CHIC vetting process.

Director Navarro expressed his frustration with the CHIC receiving less funding each year and subsequently turning away many deserving organizations.

Director Sanchez stated that the CHIC only makes recommendations to the Board, which collectively decides who receives grants each year. He also invited the Board to a CHIC meeting, to review the process used for vetting each organization.

Director Zell stated that he is strongly opposed to this motion.

Motion to Approve an increase to the CHI budget from \$2M to \$3M for this current year alone

Motion: By Vice-Chairman Pagliaro; Director Sanchez

Vote: Ayes - Cappel, Pagliaro, Navarro, Sanchez

Noes: 1- Zell

Abstain: 0

Motion Passed: 4/1/0

c. Review of Board Policy Updates: Ana M. Pulido, Chief Executive Officer, Mark Hudak, PHCD Counsel

Counsel Hudak reviewed the proposed updates and changes to policies. He stated that there was an exclusion from public bidding under the health and safety code for medical and electronic equipment. He also highlighted a change in protocol. Previously, a Board member was required to be present during the bid openings, but now only the CEO or CFO is needed. He also mentioned an update in section 5.3 on page 47 of the Board packet, where the term "Notice Inviting Bids" has been revised to "Request for

Proposal," which is the appropriate term for professional services. Additionally, Counsel Hudak suggested relocating the policies from their current location on the PHCD website to the Transparency tab for easier access.

Vice-Chairman Pagliaro asked for clarification on the phrasing in section 2.2 on page 40.

Counsel Hudak responded that the wording will be revised to clearly indicate that "once a bid is accepted, the CEO will execute an agreement for the work".

Director Zell commented that while it shouldn't be mandatory for a Board member to be present during the bidding process, they and any bidders should have the option to attend if they wish. Regarding the ethics section of the policies, he noted that it states any two members may request a matter to be added to the agenda. He wants to ensure this continues to specify that if any two members request an item be added, it "shall" be included. Additionally, he mentioned that any email received at the PHCD email address should be copied to their official email for easier access.

Counsel Hudak noted that a Supreme Court case establishes that personal emails are subject to public record if used for official business. The purpose of implementing this new policy is to ensure that Directors and staff communicating with Directors consistently use the PHCD email for all District matters.

Director Navarro asked about PHCD emails being forwarded to personal emails.

Counsel Hudak replied that a forwarded email is likely not subject to this new legislation; however, if someone responds from a personal email, that response would fall under the legislation.

6. Reports:

a. Board Chair and Director Reports

Community Health Investment - 9/16

Strategic Direction Oversight - Next Meeting 11/6

Finance - Next Meeting 11/12

7. Correspondence and Media:

a. 8/14 Thank You Letter From American Cancer Society

8. Adjourn: 8:04 pm



Community Health Investment Committee Meeting

Monday, September 16, 2024

Minutes

1. Call to Order: Chairman Navarro called the meeting to order at 5:01 p.m. CHIC members present were Navarro, Sanchez, Baker, Mitchell, Neider, Jue, Miran, Baker, and Martinez.

2. Review & Approval of Minutes: July 15, 2024

3. Grant Process & Update

A. Letters of Interest

- 37 LOIs received
- Application with grant history indicated between 1 and 10 years of support
 - Average 5.36 years
 - Median 6 years
- 46% of LOIs received from current grantees
- 43% from organizations with no grant history

<u>Focus Areas</u>	<u># of LOIs</u>	<u>% of LOIs</u>	<u>Amount Requested</u>
<i>Healthy Aging</i>	11	30%	\$470,265
<i>Mental & Behavioral Health</i>	14	38%	\$538,000
<i>Preventive Health</i>	12	32%	\$537,819

B. LOI Preliminary Review Criteria

- Alignment with PHCD Vision & Grant Program's Focus Areas
- Provide direct service in an area not currently met by District programs
- Rational and significance of proposed work
- Program approach
 - Existing funding or Partnerships
- Impact on District residents
 - % served
 - Improvement in health outcomes defined

Community Health Investment Committee Meeting Minutes (Continued)

- Budget
 - Projected served in the context of the requested amount
 - Within request parameters

Further analysis will examine the following:

- How does the proposed work align with the priority areas?
- How does the proposed work connect with and complement current grant support?

C. Review Grid

An overview of the 2024 Grant Process is presented on page (7) of the CHIC packet.

D. Zengine Demo

The Strategic Initiatives Director (SDI) reviewed the Zengine portal, which is being used for the grant application process, including Committee review.

4. Next Steps and Important Dates

A. Budget

The budget portfolio overview is presented on page (6) of the CHIC packet.

B. Key Application Dates

- Letter of Interest due on Wednesday, August 21, 2024, by 11:59 pm
- Full Grant applications due on Monday, October 28, 2024, by 11:59 pm
- Committee grant review on Monday, November 18, 2024
- Board of Directors approval on Thursday, December 12, 2024

C. Next Community Health Investment Committee Meeting

- Mon, October 7, 2024: Review, Discuss, and Make Grant Recommendations for Board Consideration at the December Board Meeting

Q & A with Fátima M. Rodríguez, SID

What methods were employed to assess whether organizations achieved their metrics after receiving grant funding?

We assess the organizations' progress in meeting their core metrics by reviewing their midyear and end-of-year reports.

**Community Health Investment Committee Meeting
Minutes (Continued)**

What was the discrepancy between the grant funding requested and the amount awarded by PHCD last year?

The amount awarded was approximately \$1.1 million, while the requested funding was in the range of hundreds of thousands.

CEO Pulido stated that the CHIC Committee would be seeking additional grant funding from the Board to bridge the funding shortfall from the previous year.

5. Adjourn: 5:57 p.m.

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

Date	Description	Deposit	Withdraw
Admin			
9/3/2024	FSA Payment		15.00
9/3/2024	CalPERS Pension		120.92
9/3/2024	CalPERS Pension		8,364.49
9/4/2024	Fund TRF from Admin to Allcove	100,000.00	
9/5/2024	Allied Administrators for Delta Dental		966.74
9/5/2024	Liberty Insurance		2,879.50
9/5/2024	Bart A. Charlow		600.00
9/5/2024	Comcast		528.06
9/5/2024	Mission Met, LLC		2,750.00
9/5/2024	Streamline		475.00
9/5/2024	FSA Payment		41.31
9/10/2024	Paychex		427.20
9/11/2024	FSA Payment		33.34
9/11/2024	California Public Employees Retirement		16,034.30
9/12/2024	The Hartford		476.32
9/12/2024	Sonrisas Dental Health		1,500.00
9/12/2024	San Mateo Area Chamber of Commerce		2,500.00
9/12/2024	Recology		180.50
9/12/2024	Voler Strategic Advisors Inc.		8,000.00
9/12/2024	Alhambra		13.98
9/12/2024	Precision Digital Networks		1,460.00
9/12/2024	PG&E		662.95
9/12/2024	KBA Document Solutions, LLC		358.38
9/12/2024	Paychex Payroll 09/15/24		33,205.25
9/12/2024	Payroll Taxes 09/15/24		19,222.57
9/13/2024	Paychex		85.00
9/13/2024	Workers Compensation Insurance Payroll		149.04
9/16/2024	CalPERS Pension		700.00
9/16/2024	CalPERS Pension		8,228.95
9/18/2024	FSA Payment		330.00
9/18/2024	Cardmember Service		503.96
9/19/2024	Peninsula Volunteers, Inc		11,200.00
9/19/2024	Mark D. Hudak		2,025.00
9/19/2024	Oropeza's Landscaping & Maintenance		900.00
9/19/2024	PURCOR Pest Solutions		99.75
9/20/2024	FSA Payment		22.60
9/20/2024	Paychex		123.00
9/24/2024	FSA Payment		18.63
9/24/2024	Heritage Bank Monthly Service Fee		105.30
9/25/2024	FSA Payment		34.20
9/26/2024	Parent Venture		12,000.00
9/26/2024	Lawrence Cappel		2,400.00
9/26/2024	Association of CA Healthcare Districts		3,000.00
9/26/2024	U. S. Bank Equipment Finance		272.09
9/26/2024	Iron Mountain		825.41
9/27/2024	County of San Mateo-	1,460.64	
9/27/2024	Paychex Payroll 09/30/24		34,766.07
9/27/2024	Payroll Taxes 09/30/24		20,401.44
9/30/2024	Interest	234.04	
9/30/2024	Heritage Bank Credit Card Payment		165.85
9/30/2024	Heritage Bank Credit Card Payment		3,281.34
9/30/2024	Workers Compensation Insurance Payroll		156.86
		1,694.68	302,610.30
allcove			
9/3/2024	Heritage Bank Credit Card Payment		404.93

Date	Description	Deposit	Withdraw
9/3/2024	SC Property Management		32,055.00
9/5/2024	Pro-Found Social Impact Group LLC		850.00
9/5/2024	Premysis Technologies		98.76
9/12/2024	Aragon High School		1,360.00
9/12/2024	Shamrock Office Solutions LLC		93.68
9/12/2024	U. S. Bank Equipment Finance		329.00
9/12/2024	Bay Alarm		840.00
9/12/2024	Alhambra		81.87
9/12/2024	Service Master Building Maintenance		3,285.40
9/12/2024	Precision Digital Networks		571.75
9/12/2024	One Life Counseling Center		12,939.50
9/16/2024	Sidney Lee:Personal expense reimbursement - doordash	20.93	
9/16/2024	The Peninsula Bridge Program:Donation 8/27/24	100.00	
9/18/2024	Cardmember Service		666.91
9/19/2024	Mark D. Hudak		1,080.00
9/19/2024	Burlingame High School		550.00
9/19/2024	First Citizens Bank & Trust Co		277.35
9/26/2024	Color Print		295.99
9/30/2024	State of California	186,620.75	
9/30/2024	Heritage Bank Credit Card Payment		1,446.74
9/30/2024	Interest	18.05	
		186,759.73	57,226.88

Health Fitness

9/5/2024	J & E Pro Cleaning and Handy Services		1,150.00
9/5/2024	Donna Tse		108.00
9/5/2024	Directv		107.24
9/5/2024	Carolyn Kelly		165.00
9/5/2024	City of Burlingame Water Dept		8.00
9/5/2024	City of Burlingame Water Dept		219.81
9/5/2024	Core Linen Services, Inc.		198.38
9/5/2024	Streamline		100.00
9/10/2024	MindBody Merchant Fees		502.39
9/12/2024	Caroline Foley		360.00
9/12/2024	PG&E		1,761.56
9/12/2024	Core Linen Services, Inc.		528.38
9/12/2024	Precision Digital Networks		174.00
9/19/2024	U. S. Bank Equipment Finance		83.71
9/19/2024	Core Linen Services, Inc.		296.33
9/19/2024	KBA Document Solutions, LLC		117.64
9/30/2024	Interest	33.49	
9/30/2024	Heritage Bank Credit Card Payment		2,115.00
9/30/2024	Health and Fitness Membership September 2024	18,139.98	
		18,173.47	7,995.44

Leasing

9/5/2024	PG&E		3,759.05
9/5/2024	PG&E		3,150.94
9/12/2024	JAMS, Inc		6,059.62
9/12/2024	Recology		389.59
9/12/2024	Service Master Building Maintenance		4,500.00
9/12/2024	Recology		901.22
9/12/2024	Ralls Gruber & Niece LLP		38,473.21
9/17/2024	Ability Path	6,832.18	
9/17/2024	Bay Area Foot Care	3,224.00	
9/17/2024	Applied Orthotics & Prosthetics	2,968.00	
9/17/2024	Burlingame Therapeutic Associates	2,811.80	
9/17/2024	April Lee, DDS	2,787.12	
9/17/2024	Zoya Galant, DDS	2,403.61	
9/17/2024	Ross Williams, DDS	2,083.19	
9/17/2024	Eugene Kita, DDS	1,609.89	
9/17/2024	One Life Counseling Service	1,430.00	

Date	Description	Deposit	Withdraw
9/17/2024	Carol Tanzi & Associates	500.00	
9/19/2024	Mark D. Hudak		495.00
9/19/2024	Cintas Fire Protection		1,002.00
9/19/2024	Oropeza's Landscaping & Maintenance		2,520.00
9/19/2024	Bleyle Elevator, Inc		95.00
9/19/2024	PURCOR Pest Solutions		662.50
9/26/2024	Mc Mechanical		5,550.00
9/26/2024	Angelo Cosentino		400.00
9/26/2024	Sonrisas Dental Health, Inc.	500.00	
9/30/2024	Interest	677.64	
		27,827.43	67,958.13
PWC			
9/5/2024	Mission Met, LLC		9,250.00
9/5/2024	Streamline		100.00
9/12/2024	Perkins Coie LLP		7,922.29
9/19/2024	Mark D. Hudak		3,150.00
9/30/2024	Interest	7.72	
		7.72	20,422.29
Trousdale			
9/3/2024	Heartland Merchant Account		133.45
9/5/2024	High Quality Custom Cabinetry, Inc.		3,837.50
9/6/2024	Trousdale Tenant Deposit	5,000.00	
9/6/2024	Trousdale Tenant Deposit	52,152.63	
9/12/2024	Trousdale Tenant Deposit	1,500.00	
9/12/2024	Trousdale Tenant Deposit	149,098.25	
9/19/2024	Eskaton Properties Inc		400,621.45
9/20/2024	Trousdale Tenant Deposit	174,971.00	
9/20/2024	Trousdale Tenant Deposit	688,257.27	
9/23/2024	Trousdale Tenant Chargeback		10,623.00
9/24/2024	Trousdale Tenant Chargeback		11,004.00
9/26/2024	Eskaton Properties Inc		351,867.75
9/30/2024	Trousdale Tenant Deposit	23,157.00	
9/30/2024	Trousdale Tenant Deposit	5,000.00	
9/30/2024	Interest	486.60	
		1,099,622.75	778,087.15

STATUS OF CURRENT YEAR TAX REVENUES

Total As Of <u>9/30/24</u>	Estimated FY 24-25 <u>Tax Revenue</u>
\$ 2,515	\$ 9,000,000

Board Designated Invested Funds

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			<u>8/31/24</u>	<u>9/30/24</u>	<u>9/30/24</u>
Bridge Bank - 1yr CD (mature 1/31/25)	2.750%		3,184,098	3,206,109	3,206,109
Fiduciary Trust	4.560% *	1,030	1,777,121	1,784,863	1,785,790
City National Bank	4.015% *	5,681	18,195,093	18,228,328	18,414,647
Local Agency Investment Fund	4.557%		6,136,416	6,136,416	6,136,416
San Mateo County Pool Investment	3.875%		3,747,019	3,747,019	3,747,019
			<u>33,039,747</u>	<u>33,102,735</u>	<u>33,289,981</u>

* Yield to maturity

Peninsula Health Care District
Statement of Activities - Preliminary Draft

	Quarter Ending 9/30/2024			Year Ending 06/30/2025
	Actual	BUDGET	Budget Diff	BUDGET
Change In Net Assets				
Revenue				
San Mateo County Tax	2,515	0	2,515	9,000,000
Rental Income				
Lease Income - Hospital	457,258	457,258	0	1,829,033
Lease Income - 1720 Marco Polo	28,891	28,891	0	117,296
Lease Income - 1740 Marco Polo	65,783	63,411	2,371	257,451
Lease Income - 111-113 16th St.	0	0	0	1
Lease Income - 1764 Marco Polo	187,500	187,500	0	750,000
Total Rental Income	739,432	737,060	2,371	2,953,781
Lease Expense				
Lease Expenses - 1720 Marco Polo	(6,543)	(11,250)	4,708	(45,000)
Lease Expenses - 1740 Marco Polo	(39,406)	(31,000)	(8,406)	(121,000)
Lease Expenses - 1764 Marco Polo	(39,202)	(40,500)	1,298	(162,000)
Lease Expenses - 430 No. El Camino Real	(2,474)	(12,450)	9,976	(49,800)
Lease Expenses - 1875 Trousdale	(4,821)	(6,650)	1,829	(26,000)
Lease Expenses - 111-113 16th St.	(2,762)	(3,450)	688	(13,800)
Lease Expenses - PWC Land	(500)	(3,000)	2,500	(12,000)
Total Lease Expense	(95,708)	(108,300)	12,593	(429,600)
Investment Income				
Investment Inc - LAIF	70,213	61,870	8,343	247,476
Investment Inc - SMC	36,611	34,428	2,183	137,715
Investment Inc - CNB	174,765	220,114	(45,349)	880,455
Investment Inc - FT	21,366	21,617	(251)	86,468
Investment Inc - Torrey	22,112	21,744	368	86,975
Investment Inc - US Bank	950	0	951	0
Investments - Unrealized G/L	282,971	0	282,971	0
Interest Income	4,075	3,000	1,074	12,000
Interest Income - Leasing GASB 87	550,012	550,012	0	2,197,565
Total Investment Income	1,163,075	912,785	250,290	3,648,654
Miscellaneous Income				
Nursing Grant/Loan Repayments	0	450	(450)	1,800
Rental Value for Use of Facilities (rent-free)	122,538	122,538	0	490,152
Total Miscellaneous Income	122,538	122,988	(450)	491,952
The Trousdale - Operating Revenue	3,314,263	3,425,345	(111,082)	14,542,076
Health & Fitness Center Revenue	47,029	41,730	5,299	175,477
Teen Mental Health Income	325,809	318,566	7,243	1,274,563
Total Revenue	5,618,953	5,450,174	168,779	31,656,903
Expenditures				
Community Health Investment				
Community Grants	0	0	0	2,009,508
Impact Partnership Grants	180,600	0	(180,600)	840,492
Healthcare Workforce	0	12,500	12,500	50,000
Small Grants & Sponsorships	20,950	20,000	(950)	100,000
Other Contributions	0	25,000	25,000	25,000
Targeted Prevention Program	0	75,000	75,000	250,000
Special Funding Initiatives	31,300	214,312	183,012	608,226
SDH San Mateo Funding	281,400	199,998	(81,402)	800,000
Community Outreach	1,944	30,000	28,056	100,000
Community Education	12,000	15,000	3,000	60,000
New Program Research & Development	688	62,499	61,811	250,000
Trousdale Rent Assistance Fund	14,000	60,000	46,000	240,000
Donated Value for Use of Facilities (rent-free)	122,538	122,538	0	490,152

	Quarter Ending 9/30/2024			Year Ending 06/30/2025
	Actual	BUDGET	Budget Diff	BUDGET
PWC Project Cost	90,996	150,000	59,004	660,000
Total Community Health Investment	756,416	986,847	230,431	6,483,378
Salaries and Benefits				
Salaries	196,701	232,630	35,929	930,519
Health/Dental/Vision/Life Benefits	24,239	28,380	4,141	119,912
Retirement	12,991	17,556	4,566	70,225
Taxes & WC	15,504	23,333	7,828	93,332
Total Salaries and Benefits	249,435	301,899	52,464	1,213,988
General and Administrative Exp.				
Payroll Services	1,682	1,800	119	7,500
Office Supplies	4,508	5,900	1,392	23,000
IT Service Consultant	4,575	6,900	2,325	28,000
Telephone/Internet	4,288	4,800	512	19,200
Software Expense	11,167	12,900	1,733	50,700
Maintenance & Repairs	3,344	5,325	1,981	21,300
ACHD / CSDA Dues	5,970	6,000	30	24,000
Records Storage	2,476	2,550	74	10,200
Insurance	19,152	19,200	48	77,150
SMC Fees - Admin	0	0	0	90,000
SMC Fees - LAFCo	5,499	4,500	(999)	18,000
Board Election	0	0	0	300,000
Legal - General	13,930	15,000	1,070	60,000
Legal - Real Estate	82,700	75,000	(7,700)	300,000
Consultant - Financial	0	11,500	11,500	17,000
Consultant - HR	0	5,000	5,000	5,000
Consultant - Communications	24,000	24,000	0	96,000
Consultant - Audit	5,250	5,000	(250)	29,000
Consultant - General	3,550	4,439	889	10,750
Website Services	1,534	1,350	(185)	5,400
Travel & Meetings	18,326	13,500	(4,826)	55,000
Staff Education and Training	495	5,000	4,505	23,900
1819 Trousdale Expense	4,419	6,000	1,581	24,000
Subscription and Membership Dues	742	1,050	308	4,200
Miscellaneous	1,594	8,500	6,906	32,000
Total General and Administrative Exp.	219,201	245,214	26,013	1,331,300
The Trousdale Assisted/Memory Care Expense	2,629,032	2,697,945	68,913	10,889,124
Health & Fitness Center Expense	92,556	100,001	7,444	398,431
Teen Mental Health Expense	301,992	516,451	214,460	1,978,770
Other Expense				
Depreciation Expense	747,246	759,406	12,160	3,042,509
Interest Expense	381,607	381,607	0	1,499,855
Interest Expense - Leasing GASB 87	9,351	9,351	0	32,805
Total Other Expense	1,138,204	1,150,364	12,160	4,575,169
Total Expenditures	5,386,836	5,998,721	611,885	26,870,160
Total Change In Net Assets	232,117	(548,547)	780,664	4,786,743

Peninsula Health Care District
Statement of Net Assets - Preliminary Draft

	Year To Date 9/30/2024
	Current Year Balance
Assets	
Current Assets	
Cash and Cash Equivalents	
Heritage Bank - Admin Checking	926,203
Heritage Bank - Leasing Checking	2,695,614
Heritage Bank - PWC Checking	13,231
Heritage Bank - Health & Fitness Checking	138,923
Heritage Bank - Trousdale Checking	1,807,992
Heritage Bank - allcove Checking	243,803
Total Cash and Cash Equivalents	5,825,766
Accounts Receivable	
Account Receivable - Rent	4,126
Account Receivable - TT Tenant	58,253
Allowance for Bad Debt - TT Tenant AR	(4,419)
Accounts Receivable - Services	3,816
Accounts Receivable - Agencies	269,954
Accounts Receivable - Employee	302
Interest Receivable	277,328
Accounts Receivable - Other	2,667
Total Accounts Receivable	612,027
Other Current Assets	
Other Current Assets	
Lease Receivable - Current (GASB 87)	221,536
Total Other Current Assets	221,536
Prepaid Expenses	
Prepaid - General	64,112
Prepaid - Insurance	138,917
Prepaid - Benefits / WC	966
Prepaid - Trousdale	210,166
Total Prepaid Expenses	414,161
Inventory	
Supplies/Inventory	18,540
Total Inventory	18,540
Total Other Current Assets	654,237
Total Current Assets	7,092,030
Long-term Assets	
Property & Equipment	
Building	85,478,444
Land	22,899,380
Improvements	2,236,896

Year To Date

9/30/2024

Current Year Balance

Equipment	2,175,184
Furniture/Fixtures	311,013
Pre Opening Cost	2,505,661
Accum Depreciation (Trousdale)	(14,699,701)
Accum Depreciation	(4,278,642)
Total Property & Equipment	<u>96,628,235</u>
Other Long-term Assets	
Deposits and Prepayments	33,215
Other Assets	
Deferred Outflow	425,829
Right Of Use - (GASB 87)	976,454
Net Pension Asset	398,044
Lease Receivable - Long-Term (GASB 87)	73,076,871
Total Other Assets	<u>74,877,198</u>
Total Other Long-term Assets	<u>74,910,413</u>
Total Long-term Assets	<u>171,538,648</u>
Investments	
Long Term Investments	
Board Designated Fund - LAIF	6,136,416
Board Designated Fund - SMC	3,747,019
Board Designated Fund - CNB	18,228,328
Board Designated Fund - FT	1,784,864
Board Designated Fund - Torrey	3,206,108
Board Designated Fund - Unrealized G/L	187,242
Total Long Term Investments	<u>33,289,977</u>
Investment in Subsidiary	
Project Acct - US Bank 44000	753
Project Acct - US Bank 56000	197
Total Investment in Subsidiary	<u>950</u>
Total Investments	<u>33,290,927</u>
Total Assets	<u>211,921,605</u>

Liabilities and Net Assets

Liabilities

Short-term Liabilities

Accounts Payable

Accounts Payable 756,288

Credit Card Payable 1,124

Credit Card Payable 2,741

Accrued Payable - General 119,870

Total Accounts Payable 880,023

Accrued Liabilities

Accrued Payroll 527,632

Year To Date

9/30/2024

Current Year Balance

FSA Employee Account	200
Total Accrued Liabilities	527,832
Deferred Revenue	
Prepaid Rent	2,826,148
Prepaid Membership Dues	9,769
Prepaid Other	10,000
Deferred Income	3,500
Deposit - TT Tenants	17,000
Security Deposits	45,928
Total Deferred Revenue	2,912,345
Withholding Tax Payable	
Accrued Payroll Taxes	3,951
Total Withholding Tax Payable	3,951
Other Short-term Liabilities	
Short-term Liabilities	
Lease Payable - Current (GASB 87)	352,816
Total Short-term Liabilities	352,816
Loans Payable - Current	
Accrued Interest	254,405
Total Loans Payable - Current	254,405
Total Other Short-term Liabilities	607,221
Total Short-term Liabilities	4,931,372
Long Term Liabilities	
Notes Payable - Long Term	
Note Payable - WAB 40M	31,540,000
Note Payable - WAB 10M	8,450,000
Total Long Term Notes Payable	39,990,000
Other Long-term Liabilities	
Other Liabilities	
Lease Payable - Long-Term (GASB 87)	657,922
Deferred Inflow	67,680,665
Total Other Liabilities	68,338,587
Total Other Long-term Liabilities	68,338,587
Total Long Term Liabilities	108,328,587
Other Liabilities	
Deposits - ENA	200,000
Total Other Liabilities	200,000
Total Liabilities	113,459,959
Equity	
Fund Balance	98,229,529
Change In Net Assets	232,117
Total Equity	98,461,646
Total Liabilities and Net Assets	211,921,605



DATE: October 8, 2024
 TO: PHCD Board of Directors
 FROM: Vickie Yee, CFO
 SUBJECT: Investment Quarterly Report – 9/30/24

To comply with our Statement of Investment Policy and Government Code 53646, included in this report are our investment holdings as of 9/30/24 and two bank statements: Local Agency Investment Fund and San Mateo County Fund.

Fiduciary Trust Holdings as of 9/30/24					
Asset Category	Asset Name	Quantity	Mkt Price	Mkt Value	Cost Basis
INTEREST BEARING ACCOUNT	USD Cash	100,395	100.000	100,395	100,395
U.S. TREASURY BILLS	STIP 1 US TREASURY ONLY	1,388,142	100.000	1,388,142	1,388,142
U.S. TREASURY BILLS	TREASURY BILL 19 Dec 2024	100,000	99.231	99,231	98,727
U.S. TREASURY BILLS	TREASURY BILL 29 Nov 2024	200,000	99.011	198,022	197,599
				1,785,790	1,784,863
City National Bank Holdings as of 9/30/24					
Asset Type	Asset Name	Quantity	Mkt Price	Mkt Value	Cost Basis
CORPORATE BONDS-DOMESTIC	MORGAN STANLEY V-D 0.985% 12/10/26	500,000	95.819	479,095	466,844
CORPORATE BONDS-DOMESTIC	CITIBANK NA 5.438% 4/30/26	500,000	101.942	509,710	500,005
FOREIGN BONDS	SUMITOMO MITSUI FINL 1.474% 7/08/25	495,000	97.691	483,570	495,625
FOREIGN BONDS	CANADIAN IMPERIAL BK 2.250% 1/28/25	445,000	99.156	441,244	446,541
MONEY MARKET SWEEP FUNDS	CNB DEPOSIT SWEEP	66,743	100.000	66,743	66,743
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.625% 7/31/26	925,000	94.629	875,318	881,875
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.750% 3/15/25	625,000	98.853	617,831	622,750
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 11/15/25	400,000	100.641	402,564	401,159
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.125% 1/31/25	1,000,000	99.827	998,270	998,315
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.000% 2/15/26	1,325,000	100.270	1,328,578	1,319,099
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 3.750% 4/15/26	1,000,000	100.004	1,000,040	998,984
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.625% 6/30/25	850,000	100.350	852,975	848,735
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 7/15/26	900,000	101.383	912,447	903,163
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.750% 7/31/25	1,250,000	100.535	1,256,688	1,248,134
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.625% 9/30/28	800,000	103.883	831,064	809,721
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 5.000% 9/30/25	300,000	100.985	302,955	299,871
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.375% 12/15/26	800,000	101.586	812,688	802,997
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.000% 1/31/29	900,000	101.688	915,192	898,148
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.250% 1/31/26	640,000	100.539	643,450	638,189
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 4/15/27	770,000	102.176	786,755	765,011
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 5/31/29	1,100,000	104.000	1,144,000	1,106,300
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.875% 5/31/26	750,000	101.836	763,770	752,288
U.S. TREASURY BILLS	U.S. TREASURY BILLS 10/24/24	1,000,000	99.698	996,980	974,573
U.S. TREASURY BILLS	U.S. TREASURY BILLS 11/26/24	1,000,000	99.272	992,720	983,259
				18,414,647	18,228,328

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 02, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

PENINSULA HEALTH CARE DISTRICT

CEO
1819 TROUSDALE DRIVE
BURLINGAME, CA 94010

[Tran Type Definitions](#)



Account Number: 20-41-002

September 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	6,136,415.52
Total Withdrawal:	0.00	Ending Balance:	6,136,415.52



San Mateo County Treasurer
555 County Center
Redwood City, 94063
(650) 599-1251 or (650) 599-7206

Statement Ending Date: 9/30/2024
Account: 03407

STATEMENT OF ACCOUNT

Peninsula Health Care District - 03407

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
8/31/2024	Balance brought forward			\$3,747,019.28
9/30/2024	Ending Balance			\$3,747,019.28



Paid Holidays 2024 Calendar Year

January 1	New Year's Day
January 15	Martin Luther King, Jr. Day
February 19	President's Day
March 31	Cesar Chavez Day*
May 26	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 11	Veterans Day
November 28-29	Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

~~Office will be closed:~~

~~Friday, November 27, 2019~~

Updated 1-17-2020



Board Policy

Public Noticing

Purpose: Pursuant to California Sunshine Ordinance-the Brown act, every regular, closed session, and standing committee of the Peninsula Health Care District Board must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed. Postings must be in locations accessible to the public 24 hours a day during the 72-hour period preceding most meetings, and at least 24 hours preceding a Special or Emergency meeting.

The policy and procedural guidelines are designed to:

1. Designate the posting locations and media for all meeting notices.
2. Designate the data elements required for each notice.
3. Establish the internal procedures to carry out all noticing requirements in a timely manner.
4. Communicate clear operating procedures to staff to ensure compliance.

Procedure:

1. MEETING NOTICES WILL BE POSTED ON

- A. The exterior of the building in which the District Office resides, in a consistent, easily accessible location.
- B. The interior door area of the District office.
- C. The interior door in which h the actual meeting will take place
- D. The District website
- ~~E.~~ Notices will be sent to each legislative body, local newspaper, radio or television station, and resident that has requested such notice in writing. Requestor must specify the m-ode of communication as or regular or electronic mail.
- ~~F.E.~~ A full copy of the Board's Agenda Materials will be available for review at the Burlingame Library during its normal hours of business.

2. ALL POSTINGS WILL INCLUDE:

- A. A description of the type of meeting such as: Regular, Closed Session, Special Emergency, Committee, Town Hall or Working Session.
- B. The date and time.

- C. The location will full address and a specific meeting room designation.
- D. An Agenda which must contain a brief general description of each item of business to be transacted or discussed at the meeting.

3. NOTICE AND AGENDA DEVELOPMENT:

Regular Board Meetings:

- A. A schedule of Regular Board meetings will be issued at the start of each calendar year. It will include meeting locations and start times; be posted on the District website and a bulletin board outside of the District office, and be provided to anyone requesting a copy.
- B. The written notice and agenda will be finalized by the Board Chair and CEO one week prior to the meeting.
- C. Every effort will be made to distribute the notice and agenda greater than 72 hours prior to the beginning of each meeting time.

Closed Sessions:

- A. The need to hold a Closed Session will be the decision of the Board Chair.
- B. The date and time will be determined in collaboration with the Directors and CEO.
- C. The written notice and agenda will be finalized by the Board Chair and CEO at the earliest time possible to allow for maximum notice time.
- D. The Brown Act defines the limited agenda topics that can be discussed in Closed Session; the agenda must cite the appropriate legislative code relevant to the topic(s) to be discussed (I.E. Trade secrets, Legal matters, and Labor/Employee issues), and must cite the name and affiliation of any consultant/advisor that might be present to address a specific agenda item.
- E. The agenda must include an open session to allow for public comment prior to the start of the closed session and an open session at the conclusion of the meeting to report out on any actions taken.

Committee Meetings:

- A. A schedule of Committee meetings will be established by each committee chair

- at the beginning of each calendar year. IT will be distributed to the committee members, Board Directors; posted to the website, and provided to anyone requesting a copy.
- B. The written notice and agenda will be finalized by the Committee Chair and CEO one week prior to the meeting.
 - C. Every effort will be made to distribute the notice and agenda greater than 72 hours prior to the meeting time.

Special Meetings:

- A. The need for a Special Meeting of the Board will be the decision of the Board Chair.
- B. Notice and agenda development, posting and distribution will be carried out the same as Regular Board meetings.
- C. Special meetings require notice is posted no less than 24 hours prior to the start of the meeting.

Community Meetings such as Town Halls, Working Sessions and Educational Forums:

- A. The decision to conduct such meetings will be determined by the Boar Chair and CEO with input from Directors at a public board meeting.
- B. Notice and agenda development, posting and distribution will be, at a minimum, carried out the same as Regular Board meetings.
- C. Promotional flyers, paid advertising and other additional communication vehicles may be utilized as warranted.



COMMUNITY GRANTS PROGRAM POLICY, GUIDELINES AND ELIGIBILITY

Policy

The Peninsula Health Care District exists to address the health needs of its residents. It carries this out through a vigilant monitoring of resident health and seeks opportunities to promote health, ensure access to needed health services, and achieve equity in health outcomes. It achieves this through a variety of health investment strategies from directly providing services and facilities for needed programs, to partnering with service providers through funding support to community-based organizations that address the identified needs of our residents. The Community Grants Program is one of the overall District community health benefit strategies that was established to support the essential contribution non-profit organizations make to the health ecosystem.

Our Approach

The District seeks organizations that share our vision to support our residents in achieving their optimal health and wellness through education, prevention and access to basic health services. We view funding as a partnership. We acknowledge that each community has different strengths and challenges, and we work to tailor our support accordingly. The Community Grants Program is seeking innovative programs that:

- Improve the health of our residents as measured by desired outcomes
- Emphasize a preventive approach
- Address health disparities
- Leverage additional funding to support the program
- Collaborate with other agencies or local government

Guidelines & Eligibility

1. Applying organizations must be a non-profit 501(c)(3) or public agencies serving residents of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and/or Foster City.
2. Grants are made in the range of \$10,000 – \$55,000.
3. Only one grant per applicant organization will be considered.
4. Organizations new to PHCD are eligible to apply for a one-year grant and will be required to make a mid-term and an end-of-term report.
5. Previous grant recipients may apply for a two-year grant [or a three-year Impact Grant](#) and will be required to make a mid- term report and an end of the grant term report.
6. Grant funding is for direct program costs and indirect costs up to 12%.
7. Research projects, fundraising campaigns or events, or general operating support are not eligible from grant funding.

Community Grants Program 2024~~2~~- 2025~~3~~ Priority Funding Areas

- Mental Health – Prevention services and programs
- Preventive Health – Screenings
- Healthy Aging - Socialization connectivity

2022-2023 Grant Cycle Timetable

Letter of Intent posted ~~_____ Thursday, August 18, 2022~~

Letter of Intent due ~~Thursday, September __8, 2024~~2~~~~ by 5:00

~~pm Grant Grant P~~proposal due ~~Thursday, October __27, 2024~~2~~~~ by

5:00 pm Grant Grant Review Committee Mid-November

Recommendation to Board ~~Thursday, December __8, 2024~~2~~~~

Revised 7/21/22

Approved by the Board on 7/28/22



Board Policy

Community Health Investment Support Discretionary Fund

Purpose: Each fiscal year at the discretion of the Board, a designated amount will be budgeted for the “discretionary fund” to be used by the Chief Executive Officer for program, services and events requests of \$105,000 or less. Such requests are separate from the grants process as published on the website.

The Chief Executive Officer will have the authority and funds to respond in a timely manner, to requests for support from organizations whose work is consistent with the mission, values and strategic objectives of the District Board. This fund/operational tool will assist the Chief Executive Officer in carrying out the Board’s strategic objectives to support a wider range of activities, broaden its impact throughout the District, and increase its visibility in the community.

Procedure:

1. Requesting organizations must serve the residents of the District.
2. The services provided by the requesting organization must address the health priorities of the PHCD committees.
3. The requesting organization must have a sound track record within the community for delivering quality services.
4. Priority will be given to organization’s not currently receiving grand funding from the District.
5. Priority will be given to requests that provide the District leadership with meaningful outreach and community visibility opportunities.
6. Requests that exceed \$5,000 that are deemed worthy of consideration by the Chief Executive Officer will require the approval of the Board Chair or Chair of the Community Health Investment Committee.
7. Use of this fund will be reported to reviewed by the Community Health Investment Committee chair quarterly and reported to the Board at its regular meeting as part of the Community Health Investment Committee Report.



Board Policy

Conflict of Interest

Purpose: The Political Reform Act (California code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Commission has adopted a regulation (2 California Code of Regulations Sections 18730, hereinafter "Regulation" which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories in an Appendix shall constitute the adoption and promulgation of a Conflict of Interest Code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code section 87307. Therefore, the terms of the Regulation and any amendment to it, duly adopted by the Fair and Political Practices Commission, are hereby incorporated by reference. The Regulation and the attached appendix designating officials and employees and establishing disclosure categories constitute the Conflict of Interest Code of the [Peninsula Health Care District](#) (the "District").

1A. Designated officials and employees and any person who manages the District's investments shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction.
(California Government Code Section 81008).

1B. Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the original of these statements to the County Clerk for the County of San Mateo, [who shall be the Filing Officer for such statements](#).

Appendix**DESIGNATED OFFICIALS AND EMPLOYEES***

Public Official	Disclosure Categories
President, Secretary, All Board Members	<u>1,2,3,4,5,6,7-</u>
Other Board	
Appointed District Officers (if such Officers are appointed by the District**)	1,2,3,4
Chief Executive Officer*	1,2,3,4, <u>5, 6, 7</u>
Chief Financial Officer **	1,2,3,4, <u>5,6,7</u>
Officer Consultants***	1,2,3,4, <u>5,6,7</u>

*It has been determined that the additional positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200

** If any such officer manages public investments, as defined by 2 California Code of Regulations Section 18720, such officer will not be considered a designated employee but shall file a statement of economic interests pursuant to Government code Section 87200. Any personal holding more than one of these offices or holding one or more of these officers and also serving as a Director shall be required to file only one disclosure statement.

*** Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

2A. The Chairperson of the Board of Directors or the Board of Directors shall, before or at the time of engagement of a particular consultant, determine in writing whether or not the consultant is being engaged to perform a range of duties that is limited in scope and this is not required to comply with the disclosure requirements described in this Code, either fully or in part. Such written determination shall include a description of the consultant's duties, and is based upon that description, a statement of the extent of disclosure requirements. If it is determined at or before the time of engagement that a particular consultant's range of duties are such as to not require full or any compliance with the disclosure requirements of this Code, but it later appears that the consultants duties have so expanded or otherwise changed so that full or additional compliance should be required, the Chairperson of the Board of Directors or the Board of Directors shall make such determination in writing within a reasonable time. All such written determinations are public records and shall be retained for the public inspection in the same manner and location as this Conflict of Interest Code.

2B. In making such determination, the Chairperson of the Board of Directors or the Board of Directors, as the case may be, shall be guided by the principle that consultant required to comply with the disclosure requirements shall be those who make governmental decisions as provided in 2 California Code of Regulations Section 18700(a)(2)(A), or who serve in a staff capacity with the District and in that capacity perform substantially all the same duties for the District as would otherwise be performed by a person holding a position specified in this Conflict of Interest Code, as provided in 2 California Code of Regulations Section 18700(a)(2)(B).

Disclosure Categories

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated person is assigned.¹ “Investments” means a financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are located in, doing business in, planning to do business in, or have done business during the previous two years within the District’s jurisdiction.

Category 1. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments as required by FPPC Form 700, Schedules A-1 and A-2. — A designated official or employee assigned to Category 1 is required to disclose investments.

Category 2. All interests in real property which is located, in whole or in part within the District or outside the District but within two (2) miles of a District boundary, including any leasehold, beneficial, or ownership interest or option to acquire property. A designated official or employee assigned to Category 2 is required to disclose interests in real property.

Category 3. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that are engaged in land development, construction, or the acquisition or sale of real property

¹ The reporting of gifts from outside the District’s jurisdiction is not required if the source does not have some connection with or bearing upon the functions or duties of the position (Regulation 18730.1).

~~within the District's jurisdiction. A designated official or employee assigned to Category 3 is required to disclose income.~~

Category 4. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 5. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, that provide services, products, machinery, vehicles, or equipment of a type purchased or leased by the designated person's department, unit, or division.

Category 6. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, subject to the regulatory, permit, or licensing authority of the District or the designated person's department, unit, or division.

Category 7. All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the District.

~~A designated official or employee assigned to Category 4 is required to disclose and business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.~~

Adopted 6-28-18

Revised 7-15-2021

Approved 7-22-2021

Revised 3-19-2024

Approved 3-28-2024



Board Policy

Compliance with AB 1234 **Biennial Ethics Training** **and AB 1661 Harassment** **Prevention Training**

Purposes: to ensure Directors and CEO comply with AB 1234 which requires that:

"If a local agency provides any type of compensation, salary, or stipend to, or reimburses the expenses of a member of its 'legislative body' (as that term is defined in California Government Code Section 54952), that local agency's officials must receive training in ethics".

And with AB 1661 which requires that:

"If a local agency provides any type of compensation, salary, or stipend to a local agency official of that agency, then all local agency officials of that agency shall receive sexual harassment prevention training and education pursuant to this article."

Scope: All positions cited as "responsible parties" on PHCD's Conflict of Interest Policy.

Procedure:

1. Directors and the CEO will complete the required 2-hour trainings biennially on the even year.
2. Acceptable Ethics Compliance Training and Sexual Harassment Prevention Training can be taken as self-study, online course, or in- person training.
3. Course content must comply with the ethics law contained in California's Constitution, Statutes and Common Law and be consistent with the publications issued by the State's Attorney General and the Fair Political Practices Commission.
4. It is the responsibility of the Directors and CEO to ensure that a copy of their Certificate of Completion is sent to the District Office (original form or a photocopy... Government Code Section 53235.2 requires local agency officials to maintain records that indicate both the dates of training and entity that provided the training. These records are considered public records and must be maintained for five years after the training.

5. Certificates of Completion will be posted on the District's website.

~~5.6.~~ Staff will notify each Director and agency official of the required trainings not later than June 30 of each even-numbered year that these trainings are required and provide links to training materials and courses.

Adopted:06-26-14



Board Policy

Internal Controls Over

Accounting Transactions

DISBURSEMENTS

Risk: *Unauthorized Disbursements*
Errors in Recording Transactions

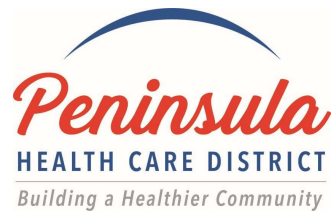
CONTROLS:

Physical Checks

- Check stock ordered by Executive Assistant
- Executive Assistant stores blank checks in a locked cabinet. Cabinet can be accessed by Business Operations Manager & Chief Executive Officer.
- Chief Financial Officer (CFO) / Treasurer do not have access to checks.
- The Executive Assistant will maintain a log documenting the dates and numbers of checks.

Issuance of Checks

- Executive Assistant will date stamp invoices upon receipt and match invoices with supporting documentation. (E.g. Purchase orders and packing slips, Credit card bill with receipts, etc.) All invoices are scanned and saved to the shared drive (General/Admin/Invoice), naming the file by vendor name, invoice number or identifier, and amount.
- CFO reviews invoices for all required supporting documentation and accuracy of calculations.
- CFO enters all invoices attached with a copy of the invoice into Intacct Accounting Software. Intacct will route each bill to the Department Manager and then to the CEO for final review and approval of invoice and supporting documentation. Audit trail of who and date approved are logged in Intacct.



- If the Department manager is unavailable, the CFO will approve the invoices on the manager's behalf.
- Once the invoice is fully approved, CFO prepares a check run and requests the Executive Assistant to load checks into the printer and provide the beginning check number.
- Executive Assistant records the date, check numbers to be printed with initials.
- The CEO's electronic signature will be printed on the checks. If over \$25K, a second signature will be required.
- Executive Assistant files original documents by month. Checks will be scanned and saved in the shared drive.

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

- Executive Assistant mails check to vendors.

Note:

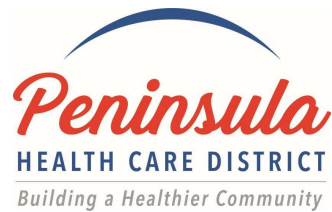
- *Payments are made from invoices, not from statements.*
- *Checks are written weekly.*
- *Checks greater than \$25,000 require two signatures on file with the bank with one signature from an authorized Board member [Board Chair, Director Chair of the Finance Committee and CEO]*
- *Voided checks are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

Wire Transfers

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

Bank Reconciliation

- CFO receives all unopened Bank Statement.
- CFO prepares the bank reconciliation and follows up on checks that have not cleared.



- CFO files copy of bank reconciliation and bank statements in current year work paper Binder.

Internal Review

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

CASH RECEIPTS

**Risk: *Misappropriation
Errors in Recording Transactions***

CONTROLS:

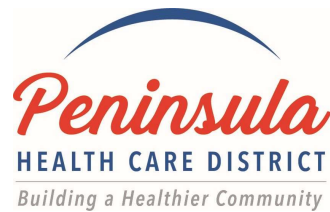
Receipt and Deposit of Checks

- Executive Assistant receives checks by mail or dropped off in-person.
- Executive Assistant scans to the shared drive (General/Accounting/Deposits) and stamps documents with the date received and gives them to the Business Operations Manager.
- Business Operations Manager endorses the back of each check using a bank stamp with the account information for deposit.
- Business Operations Manager deposits check remotely through the Bank's Remote Desktop machine or in-person at a Branch.

Note: *Checks held overnight are kept in a locked file with limited access.*

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

Note: *When the Business Operations Manager is off, the CFO will make the deposits per the procedure above.*



Recording Deposit in Financial System: CFO records deposits into Intacct Accounting Software.

Bank Reconciliation: The CFO prepares the bank reconciliation (see above).

Internal Review:

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

Deposits received automatically:

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

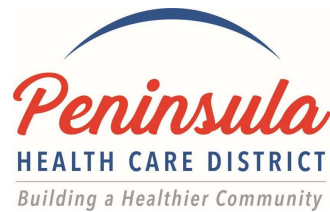
PAYROLL

***Risk: Unauthorized Disbursements
Errors in Recording***

CONTROLS:

Hiring

- Board approves employee positions, salaries, and benefits through the Budget process.
- Board approves any out-of-budget staff additions or reductions.
- CEO approves Notice of Employment form indicating the date of hire and salary.
- CFO receives from CEO information of New Hire and/or Employee status/salary/benefit changes. CFO to make changes in Paychex accordingly.
- CEO obtains forms W4 and I9 and supporting documents from new employees and places them in the employee file. Copy of W4 goes to CFO
- CFO updates CalPERS "pay schedule" after Board approves new position



Timesheets

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

Preparation of Payroll

- Payroll is prepared by an outside service, currently Paychex.
- The outside service agency prepares all government required deposits and reports.
- Pay checks are issued on a direct deposit basis.

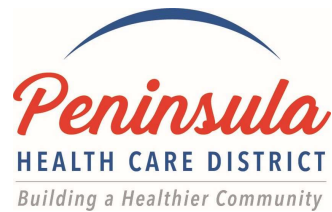
Approval of Payroll

- CEO receives Paychex unopened envelope with payroll register, withholding, and employee direct deposit confirmation.
- CEO reviews payroll and initials to confirm accuracy.
- CEO maintains all payroll information in a locked designated HR file cabinet.
- CEO distributes individual employee deposit confirmation information.

Recording of Payroll in Financials

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

JOURNAL ENTRIES



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

CONTROLS:

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

FIXED ASSETS

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

CONTROLS:

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

FINANCIAL STATEMENTS

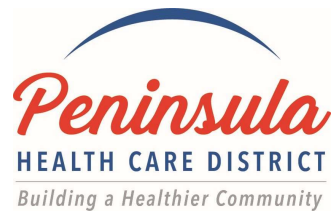
Risk: *Errors in Recording Transactions*

CONTROLS:

Financial Statement Preparation: CFO prepares Financial Statements.

Internal Review

- CFO provides the CEO with monthly checking account detail.
- CFO provides the CEO with the Quarterly Financial Statements, supporting documents and schedules, and detailed General Ledger for review and approval.
- All transactions are entered into the District's Accounting System (Intacct).



- All transactions are supported by documentation.
- Financial Statements include Actual Current Quarter and YTD columns, and Budget for the current quarter, year to date and annual columns

FINANCIAL AUDITS

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

REVIEW AND REPORTING

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

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

Revised February 11, 2019

Revised January 28, 2021

Revised March 8, 2022



Board Policy

Public Records Request

Purpose: To ensure compliance with the Public Records Act - Government Code Sections [7920.005-6250](#) et seq.

Scope: All requests for inspection of and/or access to copies of PHCD documents to which the public has a right to access.

Definitions:

- A. **“Act”** means the California Public Records Act (Government Code §§[7920.0056250](#) et seq.)
- B. **“Applicant”** means a person submitting an Application requesting inspection or copies of a Public Record.
- C. **“Application”** means a request in any form, and containing the information set forth in Paragraph C of these Procedures, for inspection or copies of a public record.
- D. **“Guidelines”** means the “Guidelines for Accessibility of the Public Records of the Peninsula Health Care District”.
- E. **“Person”** includes any natural person, corporation, partnership, firm or association.
- F. **“Procedures”** means the procedures set forth in this document.
- G. **“Public Records”** includes any Writing containing information relating to the conduct of the business of the District prepared, owned, used or retained by the District regardless of physical form of characteristics.
- H. **“Writing”** means handwriting, typewriting, printing, photo stating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, discs, and other documents. Writing includes computer files and records excluding software developed by the District.

Procedure:

- A. **Application for Inspection:** Any person desiring to inspect the District’s public records shall first complete an “Application for Inspection” or “Copying of Records” form. If a form is not available; the Application may be in any written form, so long as all of the following information is contained in the request:

1. The name, address and contact information for the Applicant.

2. A description of the records requested with sufficient specificity to enable District staff to identify and locate the records.
3. Whether the Applicant is seeking a copy of the requested records and/or an opportunity to review the records.

B. District's Response to Application for Inspection:

1. All requests will be brought to the attention of the CEO, or in her/his absence, the Board Chair, at the earliest time practicable after receiving the request.
2. Within ten (10) days of receipt of an Application, the District CEO or Board Chair must determine if the requested public records are covered by the Act.
3. Once determined the requested information is a public record and is retrievable, the District must notify the Applicant within 10 days of receipt of the Application the timeframe for retrieving and copying the information, and if any fee will be charged.
4. The copying of requested Public Records shall be accomplished by the District staff as soon as reasonably practicable after the request without disruption of the normal business of the District.

C. Documents Exempt from Public Disclosure:

1. Under the Act, the District may decide that the record being sought is "exempt" from public disclosure. Exempt records include, but are not limited to:
 - a. Preliminary drafts
 - b. Records pertaining to litigation to which the District is party (until the pending litigation or claim has been settled)
 - c. Attorney-client work product
 - d. Personnel or other similar files the disclosure of which would constitute an unwarranted invasion of personal privacy.
2. In the case of unusual circumstances in retrieving the information, the District may extend the ten (10) day time limit by providing written notice to the person making the Application. The notice of extension shall set forth the reasons for the extension and the date on which a determination is expected to be made. Any such extension shall not exceed ten (10) working days. As used in this paragraph, "unusual circumstances" means:
 - a. The need to search for and collect the requested records from offsite storage
 - b. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records contained in a single request
 - c. The need for consultation, which shall be conducted with practicable speed, with another agency having a substantial interest in the determination of the Application.
 - d. The need for IT consultation to retrieve information from the District's server and/or computer workstations.
3. Questions of whether any record or portion thereof is exempt from disclosure will be referred to the District's General Counsel who, in consultation with the Board

Chair and CEO, shall be responsible for determining whether exemption should be claimed. The decision of the Chair shall be final, subject to appeal to the District Board at its next regular meeting.

D. Time and Place of Inspection

1. The requested records may be inspected during the normal office hours of the District (8:30 a.m. to 5:00 pm, Monday through Friday-excluding holidays).
2. The inspection of Public Records is subject to a rule of reason as to time and duration and must be consistent with the efficient functioning of the District office.

E. Fees for Copying and Certifying Records

1. Per the Act, the District may charge the Applicant for any copying requested:
 - a. Ten cents (\$.10) per page or ten dollars (\$10.00) per audio tape
 - b. If the requested Writing is a tape, photograph, computer file or other Writing requiring special equipment and/or time to copy, an estimate of the actual cost of duplicating the requested material will be obtained by the District from any available source. The Applicant will deposit the amount of the estimate (which will not be less than (\$.25 per page) with the District prior to copying of the requested Writing.
 - c. Cost of mailing (first class) will also be charged unless the Applicant makes arrangements to pick the material up from the District office during normal business hours.
2. When the applicant desires a certification of such copy (ies) of such records, a fee of ten dollars (\$10.00) will be paid for such certification.
3. If a request for copies of public records is likely to require more than 100 pages of copies, in the good faith estimate of District staff, a deposit of \$10 toward the copying charge shall be obtained from the person making the request before copies are made.

Board Policy

Bidding for Public Works Contracts

Purpose:

It is the intent of the Board of Directors (“Board”) of the District (“District”) to provide an equal opportunity to all qualified and responsible parties wishing to participate in the bidding process with respect to the public works projects undertaken by the District. Consistent with the District’s obligations, the Board desires to obtain the best value for all expenditures.

Health and Safety Code § 32132 requires healthcare districts to award to the lowest responsible bidder any contract up to established expenditure limits involving (i) materials and supplies furnished to the district and (ii) work to be done for the district.

Section 1. General Principle of the Bidding Policy.

1.1 Policy of the Board. As a general statement of policy, the Board declares that it shall endeavor to obtain the maximum value for all monies expended, consistent with the District’s responsibility to provide the best health care to its residents.

Section 2. Lowest Bid Policy.

2.1 Definitions.

a. For purposes of this Memo, “Work” is defined as work relating to projects involving construction or improvement of a District facility (i.e. public works projects), but excluding routine or recurring maintenance. “Work” shall not include procurement of medical equipment and supplies or electronic equipment.

b. For purposes of this policy, “responsible bidder” means a bidder who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to perform the contract satisfactorily. (Public Contract Code § 1103.)

Procedure:

2.2 Application of Policy.

a. The Board of Directors shall award any contract for Work exceeding twenty-five thousand dollars (\$25,000) to the lowest responsible bidder who shall give such security as the Board requires, or the Board shall reject all bids. (See Health and Safety Code § 32132.) Unless all bids are rejected ~~Thereafter~~, the Board shall authorize the District's Chief Executive Officer ("CEO") to enter into an agreement with the lowest responsible bidder for the Work.

b. The Board shall award contracts for professional services of private architectural, landscape architectural, engineering, environmental, land surveying or construction management firms as provided in Section 5 of this Policy.

2.3 Exemptions to the Lowest Bid Policy. Subject to the provisions of this Section, the District shall not be required to apply the lowest bid policy to (a) emergency contracts, (b) change orders, (c) energy services contracts, (d) public works project where the District has elected to follow the alternative statutory procedures, or (e) professional services.

a. The District shall not be required to secure bids for emergency contracts. Notwithstanding anything to the contrary, the Board may award contracts for Work without following the lowest bid policy, if it first determines (i) an emergency exists that warrants such expenditure due to fire, flood, storm, epidemic or other disaster, and (ii) it is necessary to protect public health, safety, welfare or property. (See Health and Safety Code § 32136.)

b. The District shall not be required to secure bids for change orders that do not materially change the scope of work set forth in a contract previously made, provided (i) the contract was made in compliance with bidding requirements, and (ii) no individual change amounts to more than five percent (5%) of the contract. (See Health and Safety Code § 32132 (c)).

c. The District shall not be required to secure bids in connection with an energy service contract or any necessarily related facility ground lease under certain circumstances. (See Government Code §4217.12)

d. Public Contracts Code §§ 22030 et seq. outline an alternative procedure for public works projects where a healthcare district's governing agency elects, by resolution, to become subject to the uniform construction cost accounting procedures set forth and has noticed the State Controller of that election. For additional

information, please refer to Article 3, Chapter 2, Part 3, Division 2 of the Public Contracts Code.

e. The Board shall award contracts for professional services as provided in Section 5.

Section 3. Bidding Procedures for Work.

Bids for Work exceeding \$25,000 submitted to the Board pursuant to Section 2.2(a) shall be subject to bidding procedures set forth in this Section 3 [Bidding Procedures for Work].

3.1 Preparation of Plans, Specifications, or Specifications of Proposed Work.

a. Upon determination that Work is required by the necessity or for the convenience of the District, the District shall prepare plans, specifications or a description of general conditions ("Specifications"). The Specifications shall be in such detail and written with such specificity as the nature of the Work may require. In establishing the Specifications, the District may consider the direct cost of the project as well as any requirement reasonably related to the quality, fitness and capacity of a bidder to perform the proposed Work satisfactorily. The Specifications document may be sold to potential bidders at cost or lent to potential bidders upon their furnishing such security as the replacement value of the Specifications may indicate.

b. If the nature or performance of the Work is such that prequalification of bidders is necessary or desirable, the District may establish a uniform prequalification system using a standard questionnaire to evaluate the ability, competency and integrity of bidders. In such event, the District may require each prospective bidder to complete and submit a standardized questionnaire and financial statements, subject to the provisions of Public Contract Code §§ 20101 et seq. The Specifications shall include procedures for such prequalification.

c. The Specifications shall include a requirement that all bids be accompanied by bidder's security in the form of cash, a cashier's check, certified check, or a bidder's bond executed by an admitted surety insurer, made payable to the director of the department under which the work is to be performed. The security shall be in an amount equal to at least ten percent (10%) of the amount bid. (Public Contract Code § 10167.) Any bid not accompanied by one of the applicable bidder's security shall be rejected as non-responsive. The District shall return to all unsuccessful bidders their respective bidder's security within five (5) working days after awarding the contract.

d. When appropriate, the District may require that the successful bidder furnish a performance bond in the amount of one hundred percent (100%) of the contract sum at the time of entering into the contract. The performance bond shall be filed with the District to insure the District against faulty, improper or incomplete materials or workmanship, and to insure the District of complete and proper performance of contract.

e. The Specifications shall provide that the successful bidder to whom a contract involving an expenditure in excess of twenty-five thousand dollars (\$25,000) for any public work is awarded shall furnish a payment bond approved by the District. (Civil Code § 9550.1) The labor and material bond shall be filed with the District pursuant to applicable laws of the State of California. The District shall not require a payment bond from an architect, engineer, land surveyor or other professional consultant.

f. When appropriate as determined by the District, the Specifications may establish the time within which the whole or any specified portion of the Work shall be completed. (Government Code § 53069.85.)

g. When appropriate as determined by the District, the Specifications may provide that for each day completion is delayed beyond the specified date, the contractor shall forfeit a specified sum of money.

h. When appropriate as determined by the District, the Specifications may provide for a bonus to the contractor for completion of the project prior to a specified time. (Government Code § 53069.85.)

i. The Specifications shall provide that any prime contractor shall set forth in his/her bid: (i) the name and address of each subcontractor who will perform labor or render service or fabricate or install a portion of the Work and (ii) the portion of Work to be performed by each such subcontractor. [Please see Section 3.7 for details.]

3.2 Notice Inviting Bids. Where formal bidding is required (or otherwise deemed desirable by the the District), the District shall publish a notice inviting formal bids ("Notice Inviting Bids").

a. The first publication or posting of the Notice Inviting Bids shall be at least ten (10) days before the date of opening the bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation,

¹ Civil Code § 9550 *et seq.* becomes operative July 1, 2012, replacing Civil Code § 3247 *et seq.*

printed and published in the jurisdiction of the District (or, if there is no such newspaper, then in a newspaper of general circulation which is circulated in the jurisdiction of the District. (Public Contract Code § 20150.8.)

b. In addition, the District may also publish Notice Inviting Bids in a trade publication, as specified in Public Contract Code § 22036. (Public Contract Code § 20150.8.).

c. The District may also give such other notice as it deems proper.

3.3 Requirements of Notice Inviting Bids. The Notice Inviting Bids shall:

a. Describe the contemplated Work;

b. Set forth the procedure by which potential bidders may obtain copies of the Specifications;

c. State the final time and date and address for receiving and opening of bids (including designation of the appropriate District person or office) (Government Code § 53068; Public Contract Code §§ 4104.5, 22037);

d. If applicable, include procedures for prequalification and information relating to bid guarantee;

e. State the date, time and place for opening of bids;

f. Set forth any bond requirements (Civil Code § 95502);

g. If applicable, as determined by the District, establish the time within which the whole or any specified portion of the Work shall be completed (Government Code § 53069.85);

h. If applicable as determined by the District, provide that for each day completion is delayed beyond the specified time, the contractor shall pay specified liquidated damages, provided such liquidated damages are reasonable (Government Code § 53069.85);

² See footnote 1, above.

i. If applicable as determined by the District, establish as extra compensation to the contractor a bonus for completion of Work prior to a specified time (Government Code § 53069.85); and

j. Set forth such other matters, if any, as would reasonably enhance the number and quality of bids.

3.4 Preparation and Submission of Bids. Each prospective bidder shall submit a written bid under sealed cover. Upon receipt, the bid shall be date and time stamped. All bids shall remain sealed until the date and time set forth in the Notice Inviting Bids. Any Bid received by the District after the time specified in the Notice Inviting Bids shall be returned unopened. (Government Code § 53068.)

3.5 Examination and Evaluation of Bids.

a. All bids requiring Board action shall be required to be sealed and then opened at a time and place stated in the Notice Inviting Bids. The Chief Executive Officer or Chief Financial Officer will attend and officiate over the opening of bids (“Opening”). ~~Any Board member or bidder may attend the bid opening.~~ The bids will be made public for bidders and others properly interested parties who may be present at the Opening.

b. The Board reserves the right not to determine the low bidder at the Opening, to obtain the opinion of counsel on the legality and sufficiency of all bids, and to determine at a later date which bid to accept. Such determination shall be made within sixty (60) days of the Opening or unless a different period of time is specified in the Notice Inviting Bids.

c. In the event there are two or more identical lowest bids pursuant to any provision requiring competitive bidding, the District may determine by lot which bid shall be accepted. (Government Code § 53064.)

3.6 Awarding of Contracts.

a. The Board shall award the contract to the lowest bidder, provided such bid is responsive and reasonable and meets the requirements and criteria set forth in the Notice Inviting Bids, as determined by the District. Notwithstanding anything to the contrary, the Board is under no obligation to accept the lowest responsive and responsible bidder and reserves the right to reject all bids. (Health and Safety Code § 32132.) Factors which the District may take into account to determine whether a bidder is “responsible” include prior performance, financial capacity,

technical expertise, reputation for reliability and satisfactory service, and other factors that may be set forth in the Specifications.

b. If the District determines that the lowest bidder is not responsible, the Board may award the contract (i) to the next lowest responsible bidder, or (ii) to the lowest bidder on the condition that the lowest bidder furnish security other than or in addition to that set forth in the Specifications.

c. If the Board decides to award the contract for Work to a bidder other than the lowest bidder pursuant to subparagraph (b), the District shall first notify the low bidder of any evidence, either obtained from third parties or concluded as a result of the District's investigation, which reflects on such bidder's responsibility. The District shall afford the low bidder an opportunity to rebut such adverse evidence and shall permit such bidder to present evidence that it is qualified to perform the Work. Such opportunity to rebut adverse evidence and to present evidence of qualification may be submitted in writing or at an informal hearing before the awarding body, committee and/or individual, as determined by the District.

d. Any contract awarded by the Board shall be subject to all applicable provisions of federal, California and local laws, including without limitation laws relating to the performance of work for a public agency. In the event of a conflict between any contract documents and any applicable law, the law shall prevail.

3.7 Subcontractors. As provided in Section 3.1(j), the Specifications shall provide that any bidder shall set forth in his/her bid: the name and the location of the place of business of each subcontractor who will (a) perform labor or render service to the prime contractor in connection with the project or, (b) under subcontract to the prime contractor, specially fabricate and install a portion of the Work according to detailed drawings contained in the Specifications, in an amount in excess of one-half of one percent (0.5%) of the prime contractor's total bid. The bidder shall also specify in his/her bid the portion of the work that will be done by each such subcontractor. The bidder shall list only one subcontractor for each portion as is defined by the bidder in his/her bid. (Public Contracts Code § 4104.)

3.8 Construction Management Model. Construction management arrangements may be appropriate where District participation in the review and approval of subcontractor bids can lead to substantial cost savings and serve to cap maximum costs. The District may adopt procedures designed to derive the benefits and advantages of using professional management oversight of a project consistent with the provisions of Section 5.5.

Section 4. Bid Conditions.

All formal bids shall be in writing and sealed and shall be subject to the following general conditions.

4.1 Three Bids. The District shall consider a minimum of three (3) bids; however, where the District cannot obtain three bids or when it decides that time will not permit obtaining three bids, it may consider a minimum of two (2) bids.

4.2 Reference Check. Contracts shall be awarded to the lowest responsible bidder meeting the applicable criteria established by the District, subject to a check of references and review of legal counsel, as applicable.

4.3 Multiple Bids. When bids for multiple items are solicited at the same time, the District may accept parts of one or more bids (provided the Notice Inviting Bids so indicates) unless the bidder has specified to the contrary, in which event the District reserves the right to disregard the bid in its entirety.

4.4 Minor Deviations. The District reserves the right to waive inconsequential deviations from the specifications in the substance or form of bids received.

4.5 No Advantage. No illegal, unfair, unethical or otherwise improper advantage shall be accorded to any bidder by the District.

Section 5. Professional Services.

Bids for Work submitted to the District pursuant to Section 2.2(c) shall be subject the procedures set forth in this Section 5.

5.1 No Competitive Bidding. The District shall award contracts for professional services of private architectural, landscape architectural, engineering, environmental, land surveying or construction management firms on the basis of demonstrated competence and on the professional qualifications necessary for satisfactory performance of the services required. (Government Code § 4526.) No competitive bidding shall be required. (Health and Safety Code § 32132(b).) In the event the District determines that the services required are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest, the District may employ a formal bidding procedure in awarding contracts for such professional services. (Government Code § 4529.)

Adopted: April 24, 2014

5.2 Compensation for Services. The District may compensate persons or firms providing such services as it deems proper for the services rendered. The District may establish procedures that assure the professional services of private architectural, landscape architectural, engineering, environmental, land surveying and construction management firms are engaged at fair and reasonable prices. (Government Code § 4526.)

5.3 Requests for Proposals for Architectural and Engineering Services. Any Requests for Proposals for architectural or engineering services shall contain the following statement in boldface type: "Please be advised that the successful design professional will be required to indemnify, defend and hold harmless the District against liability for claims that arise out of or relate to the negligence, recklessness or willful misconduct of the design professional." (For additional information, please refer to Public Contract Code § 20103.6 and Civil Code § 2782.8.)

5.4 Small Business Participation. In selecting firms and persons to provide private architectural, landscape architectural, engineering, environmental, land surveying or construction management services, the District shall ensure that the selection process assures maximum participation of small business firms to the extent such participation is consistent with the demonstrated competence and professional qualifications necessary for satisfactory performance of the services required . (Government Code § 4526.) "Small business" means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has one hundred (100) or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or is a manufacturer with 100 or fewer employees. (Government Code § 14837.)

5.5 Construction Management Services. The District may adopt procedures and award contracts for construction management services. Selection for professional services of construction project management professionals shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The District shall require that any individual or firm proposing to provide construction project management services provide evidence that the individual or firm and its personnel carrying out onsite responsibilities have expertise and experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, claims review and negotiation, and general

management and administration of a construction project. (Government Code § 4529.5.)

Section 7. Miscellaneous Provisions.

7.1 Authority to Make Purchases. The CEO or the CEO's designee are hereby given authority to make all purchases and to execute all purchase orders or contracts for the District duly authorized pursuant to this Policy or other applicable policies referenced herein. All purchases and contracts shall be upon written order, whenever reasonably possible, and the District shall keep and maintain written records of the same.

7.2 Right to Direct Competitive Bidding. The District reserves the right to direct competitive bidding (including but not limited to lowest bid) for any contract, regardless of whether or not competitive bidding is required by law or required by the terms of this Policy.

7.3 Electronic Transmission. The District may elect to receive bids and supporting materials over the Internet, provided it complies with the provisions of Public Contract Code § 1601.

7.4 Flexibility and Waiver of Policy Requirements. In recognition of the fact that the contracting and procurement needs of the District may, from time to time, render certain procedures or requirements set forth in this Policy impractical, the CEO or his/her designee is authorized to permit or waive deviations from this Policy, to the extent permitted by law, in consultation with the District's legal counsel and upon making a written finding that such deviations are in the best interest of the District.

7.5 Conflict of Interest. With respect to all contracts covered by this Policy, any practices or procedures which might result in unlawful activity shall be prohibited, including practices which might result in rebates, kickbacks or other unlawful consideration. No employee of the District may participate in any selection process when such employee has a relationship with a person or business entity seeking a contract under this Section which would subject those employees to the prohibition of Government Code § 87100.3 (See Government Code § 4526.

³ Section 87100 provides, "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

POLICY: SOCIAL MEDIA POLICY

The District maintains certain social media sites, including a website, a Facebook page, an Instagram and a YouTube account ("social media"). Additional social media, including blogs, podcasts, LinkedIn, and Twitter (X) accounts may be created from time to time. All District social media shall be clearly designated to indicate that it is maintained by the District.

Each of the social media maintained by the District is the sole property of the District. The Chief Executive Officer shall have the authority to create, maintain, operate, preserve, or discontinue such social media, subject to express direction from a majority of the Board of Directors.

No information or content shall be posted to or removed from the District's social media unless approved by the Chief Executive Officer or designated staff; provided, that specific content shall be posted to or removed from the District's social media if directed by the Board of Directors at a public meeting. All content shall be for the benefit of the District and for the purpose of providing information regarding District activities, programs, and issues. The District's social media shall not be used to further the candidacy or political views of any Director, candidate, or employee. All content shall be respectful and maintain the privacy of employees and recipients of services provided by the District or its grantees.

No content shall be posted to the District's social media by or on behalf of any individual Director except a statement from the Board President on behalf of the District when approved by the Board in accordance with this policy.

No Director or employee shall maintain or operate a private social media site that purports to be an official District social media.

In compliance with California AB2019, the District will include specified information on the District's Internet Website for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies. The District shall establish and maintain an Internet Web site that lists contact information for the District, and (1) the adopted budget, (2) a list of current board members, (3) information regarding public meetings required pursuant to Health and Safety Code Section 32106 or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), (4) a municipal service review or special study conducted by a local agency formation commission pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Division 3 (commencing with Section 56000) of Title 5 of the Government Code), if any, (5) recipients of grant funding or assistance provided by the District, if any, (6) audits of the District's accounts and records pursuant to Section 26909 of the Government Code or Section 32133 of this code, (7) annual financial reports to the Controller, submitted pursuant to Section 53890 of the Government Code, (8) the District's policy for providing assistance or grant funding described in policy 23.6, and (9) any other information the board deems relevant.

Website ADA Compliance (Govt. Code §§6270.6 and 53087.8) In compliance with Federal and state laws that require government websites work with accessibility assistance systems (e.g., screen readers, magnifiers), the District will ensure that its websites meet accessibility standards and review its websites regularly with ADA checker software.

Computer Systems Transparency (Govt. Code §6270.5) In compliance with California government code §6270.5, the District will identify all computer systems and software used that collects information about the public, make the list available upon request in the District office, post the list in a "prominent" location on the website, and update the list annually.

POLICY: USE OF DISTRICT EMAIL ACCOUNTS

A. The District shall issue an official email address, using the District's domain name, to all Directors and employees. The District shall provide technical support to enable Directors and employees to access their official email accounts from mobile devices and home computers.


B. Employees are required to use their official email account for all District-related communications.

C. Communications from District employees to Directors regarding District business and meeting agendas shall utilize the Directors' official email accounts. A Director may request, in writing, that such communications be sent to a different email account.


~~D.~~ Directors are encouraged to use their official email accounts for District-related communications. Email communications on a Director's personal or business account that relate to District business are subject to disclosure under the Public Records Act. Directors who do not utilize their official email account shall make their personal and/or business email accounts available for review by the District's legal counsel when necessary to comply with a request under the Public Records Act. Directors who receive nonprivileged emails regarding District business on their personal or business email accounts shall forward a copy to District staff together with any replies to maintain the District's records.

~~D.E.~~ District email accounts shall not be used for election campaigning, fundraising, or similar purposes personal or political purposes.

~~E.F.~~ In order to avoid inadvertent violations of the Brown Act, Directors and employees should exercise caution when using the "reply all" email function. Directors may not communicate with more than one other Director on a topic via email, except for trivial or scheduling matters. Comments or questions in a "reply all" response may constitute a serial meeting under the Brown Act.



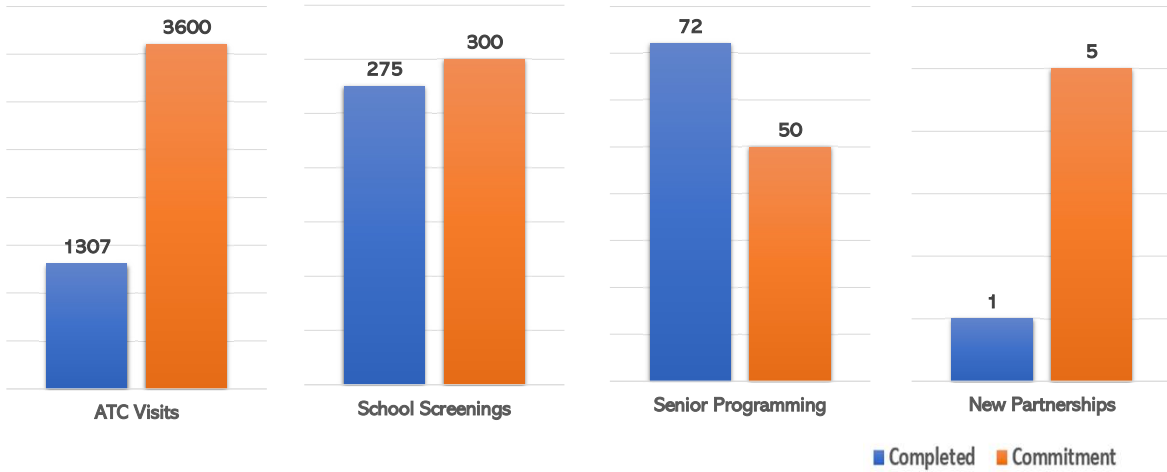
FY25 Sonrisas Grant Q1 Update
October 24, 2024



FY 24 to FY 26 PHCD and Sonrisas Partnership		
Program Area	Number Served Annually	Annual Funding
Access to Care Visits for residents with Medi-Cal	3600 Visits	\$720,000
School Screenings	250-300 children and 50-100 unhoused, newcomer or low-income children	\$34,500
Senior Patient Programming	Senior Screenings and Care Coordination for 50-100 PHCD Senior Residents	\$10,000
Expanding Community Outreach in PHCD Area	School and Senior Screenings/ Services with 5 new partners	\$35,500
PHCD Annual Funding Total		\$800,000
PHCD FY24-FY26 Total		\$2,400,000

Funding Oral Health Programs for Your Residents

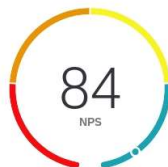
Q1, FY25 Progress So Far: A Snapshot of Services to PHCD Residents



Sonrisas: A Picture of Health

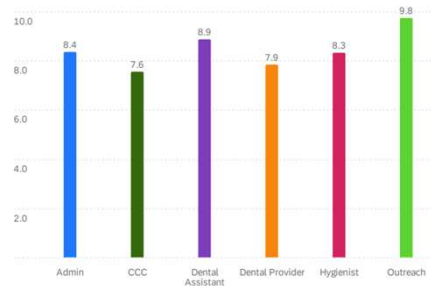


NPS



Net Promoter Score among ATC patients
(200 respondents)

How satisfied are you with your job, compared to last year? (1-10) ▾



Staff Job Satisfaction
(conducted September 2024)



Pescadero Capital Project: Responding to Access Challenges with Innovation

South Coast Demographics & Dental Needs



3,600
Residents

1,014 enrolled
in Medi-Cal

219 utilizing
Medi-Cal Dental
(22%)

Sonrisas serves
241 patients
(81 MCD)



~ 800 Medi-Cal
patients without
Dental Home

A Dental Clinic Designed for the South Coast



Challenges

- Physical Building Space
 - Limited spaces for rent
 - Cannot build due to sewer and water
- Lack of Potable Water
- Power Outages
- Roads can flood during winter



Unique Clinic Solution

- Dental RV with two chairs
 - Can fill with water, has generator, MiFi
- Utilize RV dumping station
- Located at Puente Site in Pescadero
- Capital and startup: \$725,000



37FT TWO ROOM WITH LAB MOBILE MEDICAL CLINIC WHEELCHAIR LIFT

Transforming Access for the South Coast



Clinic Physical Details

Dental RV:

- 35-39' RV with two dental chairs
- Wheelchair lift

Dental Providers:

- Year 1, 4 dentist days/week
- Year 2, add 2 hygienist days/week

Location:

- Pescadero – on Puente North Housing Land

Other Details:

- 220 hook up
- RV driver and maintenance through contract with Puente
- Utilize Puente Promotora services as appropriate

Clinic Visits

Current: 400 visits/Year for Farmworkers

Year 1 with Dental RV: 1,300/Year

Year 2 and beyond with Dental RV: 1,990/Year

5.X Visits with New RV

Clinic will serve farmworkers and will prioritize serving new patients with Medi-Cal. All new patients will be low-income, with limited exceptions.

Fundraising for Capital and Startup Costs



Quiet Phase: ~80% of funding

- Sonrisas and Puente have compiled a list of 35 institutional and individual prospects, strategically leveraging the networks of both organizations.
 - These include local hospitals, community foundations, biotechnology companies, and philanthropists.
- Notable pending institutional proposals to date to HPSM, SVCF (DAF potentials), CZI.
- Other notable ongoing conversations: San Mateo County (Sup. Mueller), Philanthropic Ventures, Sutter Health.

Public Phase: ~20% of funding

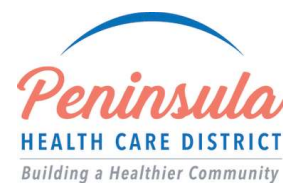
- Once the quiet phase is concluded and approximately 80% of funding has been pledged, a public phase with broad appeal to donors will raise the rest.



Thank you.

Community Grants Program

Update to Board of Directors



October 24, 2024

Grant Focus Areas & Priorities



Mental & Behavioral Health Grants

- Pediatric Mental & Behavioral Health (Ages 0-12, K-7)
- Senior Mental Health
- Reduction of Adverse Child Events (ACE's) and Toxic Stress



Preventive Health Grants

- Health Education
- Screening Programs
- Vaccination Programs
- Programs that increase access to Preventive Services and Support

Healthy Aging across the Life Course Grants

- Healthy Eating and Nutrition
- Physical Activity
- Socialization for Seniors
- Caregiver Support

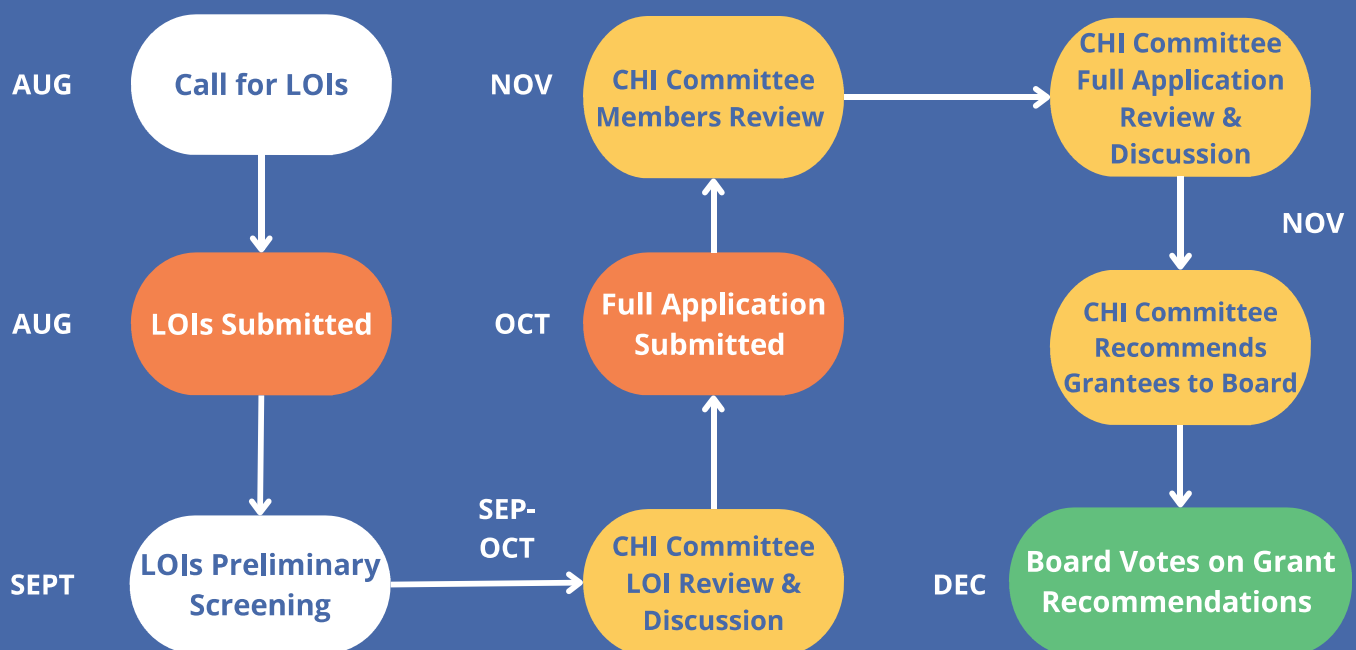


Community Health Investment (CHI) Committee Members



- **Rick Navarro, MD**, Chair
- **Henry Sanchez, MD**, Co-Chair
- **Susan Baker**: President/CEO, Burlingame/SFO Chamber of Commerce
- **Bonnie Jue, DDS**: Community Engagement Director, Sonrisas Dental Health
- **Kevin Martinez**: Former Board Member, San Bruno Park School District
- **Crystal Miran, MSPAS, MPH**: Physician Assistant, San Mateo Medical Center Emergency Department
- **Karrie D. Mitchell, PhD**: Vice President of Planning, Research & Institutional Effectiveness, San Mateo County Community College District
- **Bryan Neider**, Chief Executive Officer, AbilityPath

CGP Application Stages - 2024

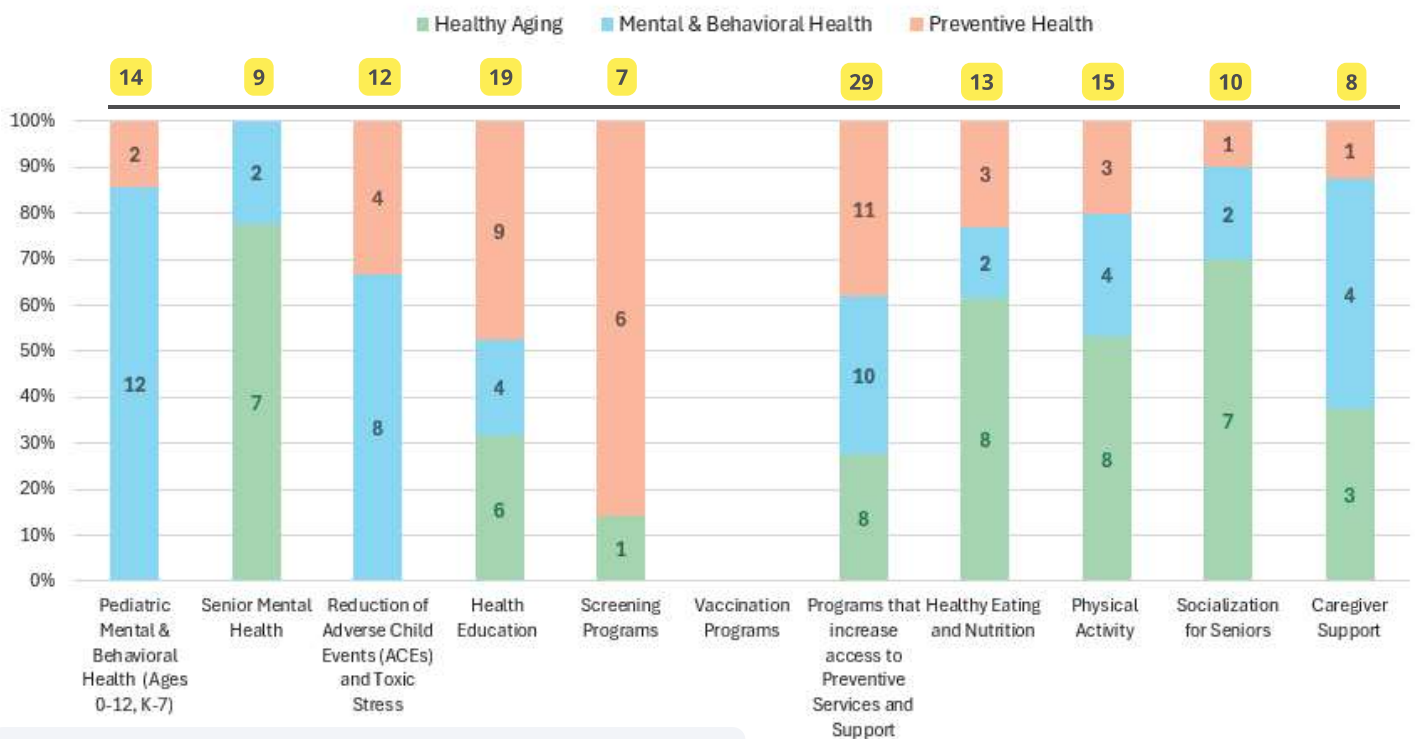


Overview of Letters of Interest (LOIs)

- 37 LOIs received

Primary Focus Area	# of LOIs	% of LOIs
Healthy Aging across the Life Course	11	30%
Mental and Behavioral Health	14	38%
Preventive Health	12	32%

Focus Areas & Alignment to Grant Priorities



*Self-reported, multi-select option for District priorities

Key Guidance to Applicants

- Demonstrate a strong rationale and significance in the proposed work
- LOIs must integrate a Health Equity lens leveraging local and organization data and insights

★ Data-driven

★ Identified metrics and health outcomes

★ Demonstrate impact for District residents



LOI Preliminary Review Criteria



1. Alignment with PHCD Vision & Grant Program's Focus Areas

2. Provide direct service in an area not currently met by District programs

3. Rationale and significance of proposed work

4. Program Approach

- Existing Funding or Partnerships

5. Impact on District Residents

- % Served
- Improvement in Health Outcomes Defined

6. Budget

- Projected served in context of requested amount
- Within request parameters

- How does the proposed work align with the priority areas?
- How does the proposed work connect with and complement current grant support?





Recommend Advancing to Full Application Stage

	# of Returning Applicants	# of New Applicants
24 invited to apply to full application	19 (79%)	5 (21%)
6 invited to apply to full application <i>contingent on response to an inquiry and modifications</i>	2 (33.3%)	4 (66.7%)

****30% of applicants invited to advance to the full application stage are new organizations.**

Todah Rabah

Thank you

May this Rosh Hashanah bring you and your loved ones joy, health, and fulfillment, and may it also bring peace and security to our global family.



73
Fatima - Thank you for your and PHCD's ongoing support to the PJCC and our Park Passer program - it means

During this season of reflection and renewal, we express our gratitude for the hope and possibility that your meaningful contributions bring to our community. Your support and partnership make a profound and lasting difference in the lives of those we serve.

As the PJCC begins exploring our fall theme of *Sh'ma Koleinu* (Sacred Listening), we thank you for joining us in our commitment to listening intentionally and responding with kindness to the needs of our community.

With deep appreciation,

Jordan Shenker

Jordan Shenker
Chief Executive Officer

RM Karr

RM Karr
Board President

Roxanne Cohen

Roxanne Cohen
Chief Development Officer

Rabbi Laurie Matzkin

Rabbi Laurie Matzkin
Chief Jewish Experience Officer

a lot
Working
you good
New
Year!
Micaela
Bart

Development Committee

- Barbara Gereboff*, *Chair*
- Judy Bloom
- Sindy Braun
- Lara Brumlow*
- Radha Duttagupta
- Denise Grabow*
- Marilyn Higuera*
- RM Karr*, *Board President*
- Rick Lenat
- Eve Lerman
- Lorna Siepser

Phil Strause*, *Immediate Past President*

**FY25 PJCC Board Member*

Development Team

- Nicola Burt
- Roxanne Cohen
- eddie gesso
- Cambria Minott
- Jordan Shenker, *CEO*



Peninsula Jewish Community Center
 800 Foster City Blvd., Foster City, CA 94404
 650.378.2662 | development@pjcc.org | pjcc.org

Happy New Year

5785
Shanah Tovah
 שנה טובה





APPROVED
 OCT 17 2024
 BY: [Signature]

NCEFT MANAGEMENT

Nancy Contro, MSW, LCSW
 Executive Director

Molly M. Bukro, MBA, CFRE
 Development Director

Chris Swan, MSPT
 Program Director

Briana Carr, PsyD
 Mental Health & Resilience
 Program Director

Marty Raynor, MBA
 Barn & Facilities Director

BOARD OF DIRECTORS

Casey Terribilini, DC
 Chair

Jenny C. Smith
 Vice-Chair

Bruce Fielding
 Treasurer

Anne Van Camp
 Secretary

Donna Barulich, RN

Katie Berggren

Andrea Church

Nancy Contro, MSW, LCSW

Andrea Dehner

Cheryl House, Esq

Chris Iverson

Susan Lang, OT

Nicola Liu, Esq

Susan Martin

Gari Merendino

Scott Seeley

**** Revised Tax Receipt ****

This letter supersedes letter dated
 August 5, 2024

September 12, 2024



Lawrence W. Cappell, Chair
 Ana M. Pulido, CEO
 Peninsula Health Care District
 1819 Trousdale Dr
 Burlingame CA 94010-4509

Dear Friends,

Thank you for your generous donation to NCEFT's 15th Annual Heroes & Horses Gala! We will miss seeing you at the Gala but look forward to publicly acknowledging your support. Your contribution makes it possible for NCEFT to continue its legacy of providing unparalleled equine-assisted programs. Thank you for being a part of the NCEFT family.

With gratitude,

Thank you!
Molly

Molly M. Bukro, MBA, CFRE
 Development Director

&

Thank you!
Nancy

Nancy Contro, MSW, LCSW
 Executive Director

ADVISORY COUNCIL

Paul Barulich, Esq

Nancy W. Collins

Christopher Dunn, MD

Steven Flynn

Bill & Lee Ann Gilbert

Betsy Glikbarg

Steve McKenzie, MSPT

Armando Muela

Rebekah Witter

NCEFT GIFT RECEIPT

Gift Date: 07/22/2024

Gift Amount: \$2,500.00

Purpose: **Gala Donation**

Your gift is tax-deductible to the extent allowable by law.
 No goods or services were provided in exchange for your donation.

Platinum
 Transparency
 2024

Candid.