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**PUBLIC MEETING OF THE  
BOARD OF DIRECTORS**

**6:30 PM, Thursday, September 19, 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](mailto: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: 8/5/2024 & 9/19/2024: Chairman Cappel**

**4. Consent Calendar: ACTION**

- |   |           |
|---|-----------|
| a. Board Meeting Minutes - July 25, 2024              | Pg. 1-4   |
| b. CHIC Meeting Minutes - July 15, 2024               | Pg. 5-8   |
| c. Q4 FY 2023-2024 Unaudited Financials               | Pg. 9-14  |
| d. Checking Account Transactions - July & August 2024 | Pg. 15-20 |
| e. Treasurer's Report - July & August 2024            | Pg. 21-22 |

**5. Business:**

- |  |           |
|--|-----------|
| a. <b>San Mateo County Health Foundation 3D Mammography Update:</b> John Jurow, Chief Executive Officer, San Mateo County Health Foundation  | Pg. 23-29 |
| b. <b>Community Health Investment Impact Assessment &amp; Budget Proposal:</b> Dr. Rick Navarro, PHCD Director, Dr. Henry Sanchez, PHCD Director, Ana M. Pulido, Chief Executive Officer, Fátima Rodríguez, Strategic Initiatives Director | Pg. 30-38 |
| c. <b>Review of Board Policy Updates:</b> Ana M. Pulido, Chief Executive Officer, Mark Hudak, PHCD Counsel   | Pg. 39-78 |

**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:**

**Pg. 79**

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

**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.*



<b>BOARD OF DIRECTORS MEETING MINUTES</b> <b>Thursday, July 25, 2024</b> <b>1819 Trousdale Dr. Burlingame, Ca 94010</b> <b>(Classroom)</b>		
<u><b>Directors Present</b></u> Chairman Cappel Vice-Chairman Pagliaro Secretary Zell Director Navarro Director Sanchez	<u><b>Directors Absent</b></u>	<u><b>Also, Present</b></u> Darian Harris, CEO, Mills Peninsula Medical Center

**1. Call to Order and Roll Call:** Chairman Cappel called the meeting to order at 6:38 p.m. Roll call attendance was taken. A quorum was present.

**2. Public Comment on Non-Agenda Items:** Virginia Chang-Kiraly, the San Mateo County LAFCO representative, introduced herself to the Board and offered her availability to address any questions or inquiries they may have.

**3. Report Out from Closed Session: 7/10/2024 & 7/25/2024:** Chairman Cappel stated that the Board held discussions reviewing the ongoing negotiations with the PWC developers during the closed session meetings on 7/10/2024 and 7/25/24.

**4. Consent Calendar: ACTION**

- a. Board Meeting Minutes - June 27, 2024
- b. Finance Committee Minutes – May 14, 2024
- c. Checking Account Transactions - June 2024
- d. Quarterly Investment Report
- e. Treasurer's Report - June 2024
- f. PHCD Reimbursement-Annual Disclosure
- g. 2024 Community Health Investment Committee Charge
- h. DES Architects + Engineers Proposal

**Vice-Chairman Pagliaro** stated that he would be abstaining from item (a) on the Consent Calendar due to being on vacation on that day. He also asked about the payment made to SC

Property Management, to which CFO Yee clarified that it was for the lease at the allcove™ facility.

**Motion to Approve Consent Calendar as Presented**

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

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

**Noes: 0**

**Abstain: 1 - Pagliaro**

**Motion Passed: 4/0/1**

**5. New Business:**

**a. Sutter's Quarterly Report: Darian Harris, CEO, Mills Peninsula Medical Center**

Mills Peninsula Medical Center **CEO Darian Harris** presented Sutter's Quarterly Report.

*[Presentation appended to and made part of the minutes]*

**6. Old Business:**

**a. CEO Strategic Plan Quarterly Report: Ana M. Pulido, Chief Executive Officer**

**CEO Pulido** shared the Bi-Monthly District Report.

**Report Highlights**

***Preventive Health***

- Completed logic models for Childhood Immunizations, Adult Vaccinations, and Health Screenings
- Created 25 blue zone inspired lifestyle fitness video series for the community at large
- Launched new fitness classes and increased FC membership by 30 members
- Sponsored five educational community resource webinars on themes related to mental health, substance use, and mindfulness

***Mental Health***

- 86 youth have received services through counseling or programming at allcove™ San Mateo
- The team completed 217 tours to 145 youth and 77 school reps/community members and participated in 20 community-based events to build awareness of allcove™
- Expanded allcove™ partnerships to include 5 new organizations

- Secured a sole source contract with San Mateo County Behavioral Health Recovery Services for youth mental health services (\$500,000 per year)
- Applied to bill for Medi-Cal members
- Expanded YAG from 20 to 27 members for the new fiscal year

### ***Dental Health***

- Sonrisas secured a pediatric contract with the San Mateo Medical Center
- Outreach in education and oral screenings reached more than 350 children in the months of March through June

### ***Intergrated Services***

- The District recruited a facilitator to convene the PWC Advisory Committee
- Two grantee informational sessions were scheduled in preparation for the 2025 Grants Cycle
- Both returning and new organizations were invited, and 46 organizations pre-registered
- The Trousdale is at 93.2% occupancy and provided 142 tours in the last quarter

### ***Q & A with Ana M. Pulido***

#### ***In what ways is the blue zone inspired lifestyle fitness video series being distributed to the community?***

The blue zone inspired lifestyle fitness video series has been shared through the PHCD newsletter and the District's social media platforms including YouTube, Instagram, and Facebook.

#### ***Will the two grantee informational sessions be recorded to assist organizations in preparing for the 2025 Grant Cycle, especially for those unable to attend the sessions?***

The first session has already taken place, and the second session is scheduled for next week. The District can record the second session and make the video available for organizations that were unable to attend.

## **7. Reports:**

### **a. Board Chair and Director Reports**

**Vice-Chairman Pagliaro** stated that a mediation session is scheduled for August 9th to address the ongoing litigation at Trousdale.

**Strategic Direction Oversight-7/23**

**Chairman Cappel** stated that during the recent Strategic Directions Oversight Committee meeting, SID Rodriguez presented logic models for Vaccinations and Health Screenings, highlighting the need for data analysis to identify areas where the district can make an impact and focus its efforts.

**Finance-9/10**

**Director Zell** stated that the previous Finance Committee meeting took place at Sonrisas, where the concept of transitioning into a Federally Qualified Health Center (FQHC) was deliberated. Subsequently, it was determined that due to budget limitations, the feasibility of this transition would be difficult.

**Community Health Investment-9/16**

**8. Adjourn:** 7:59 pm



## Community Health Investment Committee Meeting

Monday, July 15, 2024

Minutes

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

### **2. Welcome & Introductions**

During the introductory session, the Community Health Investment Committee members had the opportunity to introduce themselves. They shared their professional backgrounds, spanning from health care administration to community outreach. Each member conveyed their commitment to addressing the health care needs of the community, highlighting their personal reasons for joining the District.

### **3. Review 2024 Community Fund Expenditures:**

#### ***a. Impact Partners Program***

Impact Partner Program Reward Expenditure breakdown presented on page (1) of the CHIC packet.

#### ***b. Community Grants Program***

Community Grants Program Reward Expenditure breakdown presented on pages (1-3) of the CHIC packet.

#### ***c. Health Workforce Tuition Assistance Program***

**SID Rodríguez** stated that \$50,000 that was originally set aside for the Health Workforce Tuition Assistance Program was reallocated towards the CHI fund.

#### ***d. Community Support Funds - Small Grants, Sponsorships/Events and Memberships***

Small Grants Reward Expenditure breakdown presented on page (3) of the CHIC packet. Sponsorships/Events and Memberships Reward Expenditure breakdown presented on page (3) of the CHIC packet.

**Total Awarded for 2024 - \$1,967,219**

#### 4. 2025 Grant Cycle:

##### a. Community Health Investment Committee Charge

###### ***Purpose***

The Committee acts as an advisory body to the Board by identifying and vetting opportunities to invest public funds in programs and services that will address the health needs of its constituents. The Committee's work is guided by the Board's vision, mission, and strategic direction and helps to ensure the District's investments address priority needs and achieve measurable improvements in the health outcomes of its residents. The Committee advises the Board on District programs such as, but not limited to: Annual Community Grants, Community Education, multi-year Special Initiative recommendations, and Workforce Tuition Assistance.

###### ***Primary Functions***

- Advising Board on community needs and District-proposed programs and projects to address those needs.
- Conducting an annual review of the District's Community Health Investment programs.
- Evaluating proposals for new Community Health Investment programs and Special Initiatives proposed by the Board, Strategic Direction Committee or District Staff.
- Serving as the primary workgroup for the District's Community Grants Program including reviewing processes and procedures, reviewing, and evaluating grantee proposals, making funding recommendations to the Board, and reviewing grantee reports.
- Serving as ambassadors to the District by promoting the District's Community Health Investment programs and services to the community.

##### b. Community Grant Program Policy, Eligibility, Funding Priorities *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 to partnering with service providers through funding support to community-based organizations that address the identified needs of its residents. The Community Grants Program is one of the overall District community health benefit strategies established to recognize and support the essential contribution non-profit organizations make to the health ecosystem.

###### ***Guidelines & Eligibility***

- Supports non-profit 501(c)(3) organizations and public agencies that will directly serve residents of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and/or half of Foster City and a small southeast corner of South San Francisco.
- Programs and services that fall within the scope of public health and health care.



- Grants are made in the range of \$10,000 – \$60,000.
- Only one grant per applicant organization will be considered.
- Organizations are eligible to apply for a one-year grant and will be required to make a mid-term and an end-of-term report.
- Supports direct program costs and consideration given to indirect costs up to 12%.
- Cannot be used for research projects, fundraising campaigns or events.
- General operating support will be considered if metrics are identified to increase or improve reach and impact.

### ***Funding Priorities***

- Mental & Behavioral Health Grants
- Preventive Health Grants
- Healthy Aging across the Life Course Grants

### **c. 2025 Budget**

Community Grants Budget 2025 breakdown presented on page (9) of the CHIC packet.

### **d. Letter Of Interest (LOI) Overview and Criteria**

#### ***LOI Overview***

- Align with the District’s Mission, Vision, and Strategic Priorities.
- Improve the health and well-being of District residents as demonstrated by measurable outcomes.
- Emphasize a preventive approach.
- Address health disparities and promote health equity.
- Leverage additional funding to support the program.
- Collaborate with other agencies or local government.

#### ***Criteria***

- Adhere to the Board's principles and guidelines.
- Serves District residents.
- Meets the needs of underserved, vulnerable communities.
- Addresses one health priority.
- Innovative approach.
- Achievable outcomes.
- Strong organization's history and track record.

## **e. Committee Meeting Schedule & Work Plan**

### ***Monday, July 15 at 5:00pm - Meeting #1 (1.5 hours)***

- Present 2025 funding priorities – Mental and Behavioral Health Grants, Preventive Health Grants, Healthy Aging Across the Life Course Grants.
- Review meeting schedule & work plan.
- Member bios and photos.
- Review programs under oversight of CHI Committee.

### ***Monday, September 16 at 5:00pm - Meeting #2 (1.5 hours)***

- Round 1 – Review Letters of Interest (LOI)

### ***Monday, October 7 at 5:00pm – Meeting #3 (1.5 hours)***

- Final Round – Review Letters of Interest (LOI)
- Determine which organizations advance to application stage

***Monday, October 28*** – Applications due

***Wednesday, October 30*** – Application review begins in Zengine

***Friday, November 15*** – Application review completed

### ***Monday, November 18 at 5:00pm - Meeting #4 (2 hours)***

- Application + materials presented by reviewer.
- Committee discussion.
- Recommendations finalized for December 12th Board meeting.

## **5. Committee Bios**

Committee Member Bios appear on pages (15-17) of the CHIC packet.

**6. Adjourn:** 6:24 p.m.

**Peninsula Health Care District  
Statement of Activities - Preliminary Draft**

	Quarter Ending 06/30/2024			Year To Date 06/30/2024		
	Actual	BUDGET	Budget Diff	Actual	BUDGET	Budget Diff
<b>Change In Net Assets</b>						
<b>Revenue</b>						
San Mateo County Tax	3,646,811	2,320,000	1,326,811	9,864,552	8,500,000	1,364,552
Rental Income						
Lease Income - Hospital	620,346	438,339	182,007	1,980,391	1,753,354	227,036
Lease Income - 1720 Marco Polo	28,888	29,027	(140)	129,772	136,109	(6,337)
Lease Income - 1740 Marco Polo	63,622	69,158	(5,535)	253,634	276,631	(22,998)
Lease Income - 111-113 16th St.	1	1	0	1	1	0
Lease Income - 1764 Marco Polo	187,500	187,500	0	750,000	750,000	0
Total Rental Income	900,357	724,025	176,332	3,113,798	2,916,096	197,702
Lease Expense						
Lease Expenses - 1720 Marco Polo	(7,906)	(9,000)	1,094	(35,195)	(36,000)	805
Lease Expenses - 1740 Marco Polo	(36,933)	(25,003)	(11,930)	(116,238)	(100,000)	(16,238)
Lease Expenses - 1764 Marco Polo	(44,752)	(29,653)	(15,099)	(148,053)	(118,609)	(29,444)
Lease Expenses - 430 No. El Camino Real	(3,055)	(11,250)	8,195	(31,000)	(45,000)	14,000
Lease Expenses - 1875 Trousdale	(8,624)	(6,000)	(2,624)	(27,342)	(24,000)	(3,342)
Lease Expenses - 111-113 16th St.	(2,957)	(3,600)	643	(15,594)	(14,400)	(1,194)
Lease Expenses - PWC Land	(500)	(3,000)	2,500	(5,001)	(12,000)	6,999
Total Lease Expense	(104,726)	(87,506)	(17,220)	(378,423)	(350,009)	(28,414)
Investment Income						
Investment Inc - LAIF	71,117	41,077	30,040	245,451	164,308	81,143
Investment Inc - SMC	36,356	22,780	13,576	131,656	91,120	40,535
Investment Inc - CNB	137,896	102,479	35,417	528,235	409,916	118,319
Investment Inc - FT	19,662	18,057	1,605	78,585	72,227	6,358
Investment Inc - Torrey	21,724	3,542	18,182	44,388	14,168	30,220
Investment Inc - US Bank	56	0	56	6,322	0	6,322
Investments - Unrealized G/L	36,564	0	36,564	207,544	0	207,544
Interest Income	3,819	300	3,519	13,981	900	13,081
Interest Income - Leasing GASB 87	811,407	526,013	285,394	2,391,679	2,106,287	285,391
Total Investment Income	1,138,600	714,248	424,352	3,647,840	2,858,927	788,913

	Quarter Ending 06/30/2024			Year To Date 06/30/2024		
	Actual	BUDGET	Budget Diff	Actual	BUDGET	Budget Diff
Miscellaneous Income						
Nursing Grant/Loan Repayments	5,350	450	4,900	6,700	1,800	4,900
Rental Value for Use of Facilities (rent-free)	101,229	102,729	(1,500)	404,916	410,916	(6,000)
Total Miscellaneous Income	106,579	103,179	3,400	411,616	412,716	(1,100)
The Trousdale - Operating Revenue	3,474,811	3,544,075	(69,264)	13,018,457	13,135,773	(117,316)
Health & Fitness Center Revenue	36,277	38,132	(1,855)	136,102	131,620	4,482
Teen Mental Health Income	267,132	131,066	136,066	529,263	524,263	5,000
<b>Total Revenue</b>	<b>9,465,840</b>	<b>7,487,218</b>	<b>1,978,622</b>	<b>30,343,205</b>	<b>28,129,386</b>	<b>2,213,819</b>
<b>Expenditures</b>						
Community Health Investment						
Community Grants	0	0	0	1,183,000	1,183,000	0
Impact Partnership Grants	241,110	283,500	42,390	729,040	742,000	12,960
Small Grants & Sponsorships	12,918	13,251	333	55,219	75,000	19,781
Targeted Prevention Program	52,000	62,502	10,502	252,001	250,000	(2,001)
Special Funding Initiatives	110,900	105,556	(5,344)	192,331	442,218	249,887
SDH San Mateo Funding	68,800	200,001	131,201	800,000	800,000	0
Community Outreach	28,700	0	(28,700)	42,591	50,000	7,409
Community Education	10,000	6,000	(4,000)	32,000	50,000	18,000
New Program Research & Development	688	62,502	61,814	917	250,000	249,083
Trousdale Rent Assistance Fund	44,106	60,000	15,894	219,002	240,000	20,998
Donated Value for Use of Facilities (rent-free)	101,229	102,729	1,500	404,916	410,916	6,000
PWC Project Cost	65,307	180,000	114,693	384,306	660,000	275,694
Total Community Health Investment	735,758	1,076,041	340,283	4,295,322	5,153,134	857,812
Salaries and Benefits						
Salaries	200,072	227,030	26,958	758,479	883,179	124,700
Health/Dental/Vision/Life Benefits	24,317	40,109	15,792	91,926	160,358	68,432
Retirement	14,425	18,232	3,807	43,905	71,755	27,851
Taxes & WC	15,731	20,329	4,598	54,435	79,083	24,647
Total Salaries and Benefits	254,545	305,700	51,155	948,745	1,194,375	245,630
General and Administrative Exp.						
Payroll Services	1,653	1,955	302	6,573	8,020	1,447
Office Supplies	7,108	5,400	(1,708)	22,765	21,600	(1,165)
IT Service Consultant	5,843	4,500	(1,343)	28,605	18,000	(10,605)

	Quarter Ending 06/30/2024			Year To Date 06/30/2024		
	Actual	BUDGET	Budget Diff	Actual	BUDGET	Budget Diff
Telephone/Internet	5,716	4,500	(1,216)	19,832	18,000	(1,832)
Software Expense	9,077	7,905	(1,172)	35,207	31,620	(3,587)
Maintenance & Repairs	4,370	4,500	130	18,225	18,000	(225)
ACHD / CSDA Dues	5,666	3,300	(2,366)	18,025	22,200	4,175
Records Storage	2,349	1,800	(549)	8,523	7,200	(1,323)
Insurance	18,745	18,000	(745)	74,332	72,000	(2,332)
SMC Fees - Admin	43,940	42,000	(1,940)	87,880	84,000	(3,880)
SMC Fees - LAFCo	4,088	3,900	(188)	16,351	15,600	(751)
Legal - General	8,098	15,000	6,903	38,990	60,000	21,011
Legal - Real Estate	69,610	75,000	5,390	230,173	300,000	69,827
Consultant - Financial	3,538	1,250	(2,288)	14,921	5,000	(9,921)
Consultant - Communications	24,000	21,000	(3,000)	96,000	84,000	(12,000)
Consultant - Audit	0	0	0	27,575	27,500	(75)
Website Services	1,335	1,050	(285)	5,380	4,200	(1,180)
Travel & Meetings	7,628	14,700	7,072	30,183	58,800	28,617
1819 Trousdale Expense	3,287	5,400	2,113	15,421	21,600	6,179
Subscription and Membership Dues	396	0	(396)	396	0	(396)
Miscellaneous	1,996	1,350	(646)	32,258	35,400	3,142
Total General and Administrative Exp.	228,441	232,510	4,069	827,614	912,740	85,126
The Trousdale Assisted/Memory Care Expense	2,647,657	2,561,296	(86,361)	10,833,915	10,075,305	(758,610)
Health & Fitness Center Expense	92,414	96,346	3,931	294,413	382,088	87,675
Teen Mental Health Expense	337,208	682,036	344,828	1,015,057	2,607,221	1,592,164
Other Expense						
Depreciation Expense	746,397	766,256	19,859	2,978,264	3,064,125	85,860
Interest Expense	381,607	381,607	0	1,562,189	1,562,189	0
Interest Expense - Leasing GASB 87	10,098	9,954	(144)	45,509	44,103	(1,405)
Total Other Expense	1,138,102	1,157,817	19,715	4,585,962	4,670,417	84,455
<b>Total Expenditures</b>	<b>5,434,126</b>	<b>6,111,746</b>	<b>677,620</b>	<b>22,801,029</b>	<b>24,995,281</b>	<b>2,194,252</b>
<b>Total Change In Net Assets</b>	<b>4,031,714</b>	<b>1,375,473</b>	<b>2,656,242</b>	<b>7,542,176</b>	<b>3,134,105</b>	<b>4,408,071</b>

**Peninsula Health Care District**  
**Statement of Net Assets - Preliminary Draft**

	Year To Date 6/30/2024
	Current Year Balance
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalents	
Heritage Bank - Admin Checking	2,223,049
Heritage Bank - Leasing Checking	419,943
Heritage Bank - PWC Checking	21,700
Heritage Bank - Health & Fitness Checking	118,473
Heritage Bank - Trousdale Checking	2,196,218
Total Cash and Cash Equivalents	4,979,383
Accounts Receivable	
Accounts Receivable-Patients	10,173
Account Receivable - Rent	(349)
Account Receivable - TT Tenant	81,283
Allowance for Bad Debt - TT Tenant AR	(4,240)
Accounts Receivable - Grants	262,132
Accounts Receivable - Services	2,896
Accounts Receivable - Employee	55
Interest Receivable	309,977
Accounts Receivable - Other	156,534
Total Accounts Receivable	818,461
Other Current Assets	
Other Current Assets	
Lease Receivable - Current (GASB 87)	221,536
Total Other Current Assets	221,536
Prepaid Expenses	
Prepaid - General	85,108
Prepaid - Insurance	17,067
Prepaid - Benefits / WC	848
Prepaid - Trousdale	88,576
Total Prepaid Expenses	191,599
Inventory	
Supplies/Inventory	31,640
Total Inventory	31,640
Total Other Current Assets	444,775
Total Current Assets	6,242,619
Long-term Assets	
Property & Equipment	
Construction-In-Progress (CIP)	34,576
Building	85,478,443
Land	22,899,380
Improvements	2,202,321
Equipment	2,171,000
Furniture/Fixtures	289,621

	<b>Year To Date</b>
	<b>6/30/2024</b>
	<b>Current Year Balance</b>
Pre Opening Cost	2,505,662
Accum Depreciation (Trousdale)	(14,067,940)
Accum Depreciation	(4,163,158)
Total Property & Equipment	<u>97,349,905</u>
Other Long-term Assets	
Deposits and Prepayments	31,440
Other Assets	
Deferred Outflow	509,525
Right Of Use - (GASB 87)	976,454
Net Pension Asset	398,044
Lease Receivable - Long-Term (GASB 87)	73,131,635
Total Other Assets	<u>75,015,658</u>
Total Other Long-term Assets	<u>75,047,098</u>
Total Long-term Assets	<u>172,397,003</u>
Investments	
Long Term Investments	
Board Designated Fund - LAIF	6,067,951
Board Designated Fund - SMC	3,710,676
Board Designated Fund - CNB	18,018,665
Board Designated Fund - FT	1,763,628
Board Designated Fund - Torrey	3,184,098
Board Designated Fund - Unrealized G/L	(95,729)
Total Long Term Investments	<u>32,649,289</u>
Investment in Subsidiary	
Project Acct - US Bank 44000	3,592
Project Acct - US Bank 56000	990
Total Investment in Subsidiary	<u>4,582</u>
Total Investments	<u>32,653,871</u>
<b>Total Assets</b>	<b><u>211,293,493</u></b>

### **Liabilities and Net Assets**

Liabilities	
Short-term Liabilities	
Accounts Payable	
Accounts Payable	874,792
Credit Card Payable	2,739
Accrued Payable - General	417,790
Total Accounts Payable	<u>1,295,321</u>
Accrued Liabilities	
Accrued Payroll	405,183
FSA Employee Account	1,249
Total Accrued Liabilities	<u>406,432</u>
Deferred Revenue	
Prepaid Rent	1,216,437
Prepaid Membership Dues	3,712
Prepaid Other	10,000
Deferred Income	3,500

	Year To Date 6/30/2024
	<u>Current Year Balance</u>
Deposit - TT Tenants	17,000
Security Deposits	45,928
Total Deferred Revenue	<u>1,296,577</u>
Withholding Tax Payable	
Accrued Payroll Taxes	4,146
Total Withholding Tax Payable	<u>4,146</u>
Other Short-term Liabilities	
Short-term Liabilities	
Lease Payable - Current (GASB 87)	352,816
Total Short-term Liabilities	<u>352,816</u>
Loans Payable - Current	
Accrued Interest	636,012
Total Loans Payable - Current	<u>636,012</u>
Total Other Short-term Liabilities	<u>988,828</u>
Total Short-term Liabilities	3,991,304
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	<u>39,990,000</u>
Other Long-term Liabilities	
Other Liabilities	
Lease Payable - Long-Term (GASB 87)	744,737
Deferred Inflow	68,137,923
Total Other Liabilities	<u>68,882,660</u>
Total Other Long-term Liabilities	<u>68,882,660</u>
Total Long Term Liabilities	108,872,660
Other Liabilities	
Deposits - ENA	200,000
Total Other Liabilities	<u>200,000</u>
Total Liabilities	<u>113,063,964</u>
Equity	
Fund Balance	90,687,353
Change In Net Assets	7,542,176
Total Equity	<u>98,229,529</u>
<b>Total Liabilities and Net Assets</b>	<b><u>211,293,493</u></b>



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

<b>Date</b>	<b>Description</b>	<b>Deposit</b>	<b>Withdraw</b>
<b>Admin</b>			
7/1/2024	CalPERS Pension		77.95
7/2/2024	County of San Mateo, CA	9,478.74	
7/2/2024	CalPERS Pension		8,327.11
7/2/2024	SC Property Management		32,055.00
7/3/2024	State of California	131,065.75	
7/5/2024	County of San Mateo, CA	120,716.12	
7/8/2024	The Hartford		506.45
7/8/2024	Fatima Rodriguez		127.57
7/8/2024	Bart A. Charlow		200.00
7/8/2024	KBA Document Solutions, LLC		186.78
7/8/2024	Henry Sanchez		300.00
7/8/2024	Iron Mountain		825.41
7/8/2024	Streamline		375.00
7/8/2024	Medix		1,196.87
7/8/2024	Service Master Building Maintenance		3,200.00
7/8/2024	Premysis Technologies		98.76
7/8/2024	Liberty Mutual:Insurance reimbursement	1,000.00	
7/9/2024	FSA Payment		58.85
7/10/2024	EDD		3,716.76
7/10/2024	FSA Payment		539.96
7/10/2024	Paychex		425.95
7/11/2024	Wizehive, Inc.		12,337.50
7/11/2024	Peninsula Volunteers, Inc		7,100.00
7/11/2024	J & E Pro Cleaning and Handy Services		1,485.00
7/11/2024	Voler Strategic Advisors Inc.		8,000.00
7/11/2024	Comcast		527.65
7/11/2024	Bay Alarm		323.34
7/11/2024	Precision Digital Networks		1,752.50
7/11/2024	PG&E		591.66
7/11/2024	Alexander Carreon		1,674.00
7/11/2024	Jacqueline Almes		366.76
7/11/2024	Medix		398.96
7/11/2024	Isabella Tablante		76.58
7/11/2024	U. S. Bank Equipment Finance		301.50
7/11/2024	McKesson Medical - Surgical		201.10
7/11/2024	Sidney Lee		84.00
7/11/2024	Your Party Rental Company		1,173.94
7/11/2024	Precision Digital Networks		571.75
7/11/2024	County of San Mateo, CA:Mini grant award	200.00	
7/11/2024	California Public Employees Retirement		16,047.33
7/12/2024	County of San Mateo, CA	21,751.71	
7/12/2024	Paychex		85.00
7/12/2024	Paychex Payroll 07/15/24		34,183.07
7/12/2024	Payroll Taxes 07/15/24		19,322.04
7/15/2024	Fund TRF from Admin to PWC		100,000.00
7/15/2024	Fund TRF from Admin to Allcove		131,065.75
7/15/2024	Workers Compensation Insurance Payroll		194.25
7/17/2024	CalPERS Pension		8,003.77
7/17/2024	FSA Payment		30.14
7/17/2024	Cardmember Service		7,001.93
7/18/2024	Allied Administrators for Delta Dental		1,205.72
7/18/2024	Mills-Peninsula Hospital Foundation		6,000.00
7/18/2024	Wizehive, Inc.		1,850.00
7/18/2024	County of San Mateo (LAFCO)		21,996.00
7/18/2024	Mark D. Hudak		1,485.00
7/18/2024	Recology		90.25
7/18/2024	Rotary Club of Burlingame		450.00

Date	Description	Deposit	Withdraw
7/18/2024	Burlingame Chamber of Commerce		175.00
7/18/2024	Best Best & Krieger, LLP		615.00
7/18/2024	Liberty		82,257.45
7/18/2024	Alhambra		13.98
7/18/2024	Oropeza's Landscaping & Maintenance		1,350.00
7/18/2024	PURCOR Pest Solutions		99.75
7/22/2024	Paychex		121.50
7/23/2024	Sonrisas Dental Health		38,800.00
7/24/2024	Heritage Bank Monthly Service Fee		100.45
7/25/2024	National Center for Equine Facilitated Therapy (NCEFT)		2,500.00
7/25/2024	StarVista		2,000.00
7/25/2024	Daily Journal		1,900.00
7/25/2024	Burlingame Chamber of Commerce		6,000.00
7/25/2024	U. S. Bank Equipment Finance		272.09
7/26/2024	FSA Payment		11.00
7/29/2024	FSA Payment		127.60
7/29/2024	Paychex	92.60	
7/29/2024	Heritage Bank Credit Card Payment		1,269.16
7/30/2024	Paychex Payroll 07/31/24		35,851.84
7/30/2024	Payroll Taxes 07/31/24		20,202.51
7/31/2024	FSA Payment		98.00
7/31/2024	Interest	507.85	
7/31/2024	Workers Compensation Insurance Payroll		195.27
		<b>284,812.77</b>	<b>632,155.51</b>
<b>allcove</b>			
7/15/2024	Fund TRF from Admin to Allcove	131,065.75	
7/17/2024	Cardmember Service		8,956.62
7/18/2024	Shamrock Office Solutions LLC		88.47
7/18/2024	Mark D. Hudak		855.00
7/18/2024	First Citizens Bank & Trust Co		277.35
7/18/2024	Alhambra		13.98
7/18/2024	One Life Counseling Center		11,985.25
7/25/2024	McKesson Medical - Surgical		2,023.35
7/25/2024	Children's Health Council		300.00
7/29/2024	Heritage Bank Credit Card Payment		967.34
7/31/2024	Interest	7.99	
		<b>131,073.74</b>	<b>25,467.36</b>
<b>Health Fitness</b>			
7/8/2024	Caroline Foley		270.00
7/8/2024	Core Linen Services, Inc.		247.35
7/8/2024	Streamline		63.00
7/10/2024	Mindbody Merchant Processing		315.71
7/11/2024	J & E Pro Cleaning and Handy Services		2,300.00
7/11/2024	Bay Alarm		292.26
7/11/2024	PG&E		1,525.16
7/11/2024	Precision Digital Networks		174.00
7/17/2024	Cardmember Service		2,246.95
7/25/2024	Mark D. Hudak		180.00
7/25/2024	Philadelphia Insurance Companies		2,786.00
7/25/2024	U. S. Bank Equipment Finance		77.40
7/25/2024	Directv		107.24
7/25/2024	Core Linen Services, Inc.		924.03
7/25/2024	Deborah Dollosso		56.79
7/25/2024	AT&T		319.88
7/25/2024	Recology		97.39
7/25/2024	Tiffany Ngo Arroyave		90.00
7/25/2024	KBA Document Solutions, LLC		128.63
7/31/2024	Interest	33.31	
7/31/2024	Health and Fitness Membership July 2024	17,553.00	
		<b>17,586.31</b>	<b>12,201.79</b>

Date	Description	Deposit	Withdraw
<b>Leasing</b>			
7/1/2024	Patricia Dugoni, CPA	2,400.00	
7/1/2024	Dugoni Cox July lease payment		2,400.00
7/8/2024	Baca & Sons Ptg. Inc.		575.00
7/8/2024	PG&E		3,354.68
7/8/2024	Ralph Barsi		2,000.00
7/8/2024	All Temperature Service Air Conditioning		1,430.00
7/8/2024	Service Master Building Maintenance		4,500.00
7/8/2024	PG&E		2,988.45
7/11/2024	J & E Pro Cleaning and Handy Services		3,837.06
7/11/2024	Cintas Fire Protection		2,846.00
7/11/2024	Bay Alarm		584.52
7/11/2024	Bleyle Elevator, Inc		95.00
7/17/2024	Cardmember Service		84.00
7/18/2024	Mark D. Hudak		585.00
7/18/2024	Recology		389.59
7/18/2024	Millbrae Lock		331.42
7/18/2024	Liberty		64,109.32
7/18/2024	Recology		901.22
7/18/2024	Oropeza's Landscaping & Maintenance		4,335.00
7/18/2024	Recology		627.54
7/18/2024	PURCOR Pest Solutions		662.50
7/25/2024	Western Allied Mechanical, Inc.		1,420.00
7/25/2024	Carol Tanzi & Associates	500.00	
7/25/2024	One Life Counseling Service	1,430.00	
7/25/2024	Eugene Kita, DDS	1,609.89	
7/25/2024	Houn Young Kim, DDS	2,076.18	
7/25/2024	Ross Williams, DDS	2,083.19	
7/25/2024	Zoya Galant, DDS	2,403.61	
7/25/2024	April Lee, DDS	2,787.12	
7/25/2024	Burlingame Therapeutic Associates	2,811.80	
7/25/2024	Ability Path	6,628.00	
7/25/2024	Bay Area Foot Care	3,224.00	
7/25/2024	Preferred Prosthetics Inc.	2,968.00	
7/31/2024	Interest	105.26	
		<b>31,027.05</b>	<b>98,056.30</b>
<b>PWC</b>			
7/8/2024	Streamline		42.00
7/11/2024	Perkins Coie LLP		87,280.65
7/15/2024	Fund TRF from Admin to PWC	100,000.00	
7/18/2024	Mark D. Hudak		135.00
7/31/2024	Interest	17.93	
		<b>100,017.93</b>	<b>87,457.65</b>
<b>Trousdale</b>			
7/1/2024	Heartland Merchant Account		124.95
7/8/2024	Eskaton Properties Inc		93,138.39
7/12/2024	Trousdale Tenant Deposit	160,416.35	
7/18/2024	Eskaton Properties Inc		155,221.68
7/18/2024	Trousdale Tenant Deposit	741,910.13	
7/19/2024	Trousdale Tenant Deposit	182,088.74	
7/23/2024	Trousdale cash transfer - US Bank loan payment		145,616.99
7/23/2024	Trousdale cash transfer - US Bank loan payment		613,015.54
7/25/2024	Eskaton Properties Inc		768,400.33
7/25/2024	High Quality Custom Cabinetry, Inc.		3,837.50
7/30/2024	Trousdale Tenant Deposit	42,860.15	
7/31/2024	Interest	706.99	
		<b>1,127,982.36</b>	<b>1,779,355.38</b>

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

<b>Date</b>	<b>Description</b>	<b>Deposit</b>	<b>Withdraw</b>
<b>Admin</b>			
8/1/2024	CalPERS Pension		120.92
8/1/2024	CalPERS Pension		7,983.09
8/2/2024	FSA Payment		25.00
8/6/2024	FSA Payment		520.00
8/7/2024	FSA Payment		289.34
8/8/2024	The Hartford		476.32
8/8/2024	Allied Administrators for Delta Dental		966.74
8/8/2024	San Mateo Area Chamber of Commerce		396.00
8/8/2024	American Cancer Society		1,500.00
8/8/2024	Peninsula Volunteers, Inc		9,400.00
8/8/2024	Bart A. Charlow		200.00
8/8/2024	Comcast		528.06
8/8/2024	PG&E		734.43
8/8/2024	Henry Sanchez		500.00
8/8/2024	Precision Digital Networks		1,460.00
8/8/2024	Iron Mountain		825.41
8/8/2024	Streamline		475.00
8/12/2024	Paychex		456.32
8/12/2024	California Public Employees Retirement		16,034.30
8/14/2024	FSA Payment		15.00
8/14/2024	Paychex Payroll 08/15/24		35,179.54
8/14/2024	Payroll Taxes 08/15/24		19,775.94
8/15/2024	Workers Compensation Insurance Payroll		197.46
8/16/2024	Paychex - FSA Module		85.00
8/15/2024	Samaritan House		156,465.00
8/15/2024	Lucile Packard Foundation for Children Health		180,600.00
8/15/2024	Mission Hospice & Home Care		84,645.00
8/15/2024	Mark D. Hudak		3,915.00
8/15/2024	Voler Strategic Advisors Inc.		8,000.00
8/15/2024	Best Best & Krieger, LLP		3,526.00
8/15/2024	U. S. Bank Equipment Finance		293.20
8/15/2024	Alhambra		13.98
8/15/2024	KBA Document Solutions, LLC		294.23
8/15/2024	PURCOR Pest Solutions		99.75
8/16/2024	CalPERS Pension		8,203.21
8/19/2024	Cardmember Service		2,128.91
8/20/2024	FSA Payment		5.00
8/20/2024	Paychex		123.00
8/21/2024	FSA Payment		25.00
8/22/2024	JWT & Associates, LLP		5,250.00
8/22/2024	KBA Document Solutions, LLC		20.00
8/23/2024	County of San Mateo	1,054.11	
8/23/2024	Sonrisas Dental Health, Inc.	10,172.88	
8/26/2024	Heritage Bank Monthly Service Fee		158.47
8/26/2024	FSA Payment		15.00
8/27/2024	Heritage Bank Credit Card Payment		2,328.78
8/27/2024	Fund TRF from Admin to PWC		50,000.00
8/28/2024	FSA Payment		11.00
8/29/2024	J & E Pro Cleaning and Handy Services		660.00
8/29/2024	Hanson Bridgett LLP		234.00
8/29/2024	City of Burlingame Water Dept		178.24
8/29/2024	Paychex Payroll 08/31/24		34,401.00
8/29/2024	Payroll Taxes 08/31/24		20,329.61
8/30/2024	Workers Compensation Insurance Payroll		151.90
8/30/2024	Interest	404.60	
		<b>11,631.59</b>	<b>660,219.15</b>
<b>allcove</b>			
8/2/2024	SC Property Management		32,055.00
8/8/2024	Medix		3,590.62

Date	Description	Deposit	Withdraw
8/8/2024	A+Live Scan		268.00
8/8/2024	Shamrock Office Solutions LLC		28.60
8/8/2024	Community All-Stars		1,600.00
8/8/2024	Jefferson Union High School District		1,612.60
8/8/2024	Precision Digital Networks		523.00
8/8/2024	Premysis Technologies		98.76
8/15/2024	Jefferson Union High School District		2,385.46
8/15/2024	Liberty		20,886.00
8/15/2024	Mark D. Hudak		675.00
8/15/2024	U. S. Bank Equipment Finance		301.50
8/15/2024	Service Master Building Maintenance		3,854.68
8/15/2024	Medix		1,196.87
8/15/2024	First Citizens Bank & Trust Co		277.35
8/15/2024	Alhambra		13.98
8/15/2024	One Life Counseling Center		12,825.00
8/19/2024	Cardmember Service		1,666.38
8/22/2024	Dave's Lock Service		3,605.96
8/22/2024	Medix		1,196.87
8/27/2024	Heritage Bank Credit Card Payment		1,218.88
8/29/2024	Bay Alarm		1,475.00
8/30/2024	Interest	18.98	
		<b>18.98</b>	<b>91,355.51</b>

#### Health Fitness

8/8/2024	Izabela Rapacz		606.80
8/8/2024	Daily Journal		651.99
8/8/2024	Caroline Foley		530.00
8/8/2024	Bay Alarm		371.55
8/8/2024	Bay Alarm		491.16
8/8/2024	Core Linen Services, Inc.		445.73
8/8/2024	PG&E		1,844.74
8/8/2024	Streamline		100.00
8/8/2024	Precision Digital Networks		174.00
8/12/2024	Mindbody Merchant Processing		601.87
8/19/2024	Cardmember Service		715.64
8/22/2024	Carolyn Kelly		135.00
8/22/2024	Mark D. Hudak		180.00
8/22/2024	U. S. Bank Equipment Finance		83.71
8/22/2024	Bay Alarm		491.16
8/22/2024	Bay Alarm		100.00
8/22/2024	Izabela Rapacz		1,873.00
8/22/2024	AT&T		854.10
8/22/2024	Recology		97.39
8/22/2024	Core Linen Services, Inc.		494.71
8/22/2024	KBA Document Solutions, LLC		143.08
8/27/2024	Heritage Bank Credit Card Payment		2,493.76
8/30/2024	Interest	34.07	
8/31/2024	Health and Fitness Membership August 2024	17,831.82	
		<b>17,865.89</b>	<b>13,479.39</b>

#### Leasing

8/8/2024	Rinkor Technology Solutions		1,428.00
8/8/2024	Western Allied Mechanical, Inc.		3,800.00
8/8/2024	PG&E		3,910.15
8/8/2024	Ralph Barsi		2,000.00
8/8/2024	Ralls Gruber & Niece LLP		3,008.69
8/8/2024	PG&E		3,290.59
8/8/2024	Bay Alarm		283.02
8/8/2024	Bay Alarm		344.10
8/8/2024	EaseBrite General Maintenance, Inc.		640.00
8/8/2024	Bleyle Elevator, Inc		95.00
8/15/2024	Service Master Building Maintenance		4,500.00
8/15/2024	Recology		389.59
8/15/2024	Bay Alarm		801.95
8/15/2024	Bay Alarm		264.00

Date	Description	Deposit	Withdraw
8/15/2024	Recology		627.54
8/15/2024	Ralls Gruber & Niece LLP		14,941.20
8/15/2024	Recology		901.22
8/15/2024	PURCOR Pest Solutions		537.50
8/19/2024	Cardmember Service		84.00
8/21/2024	Mills-Peninsula Health Service - Sutter Health	2,419,101.51	
8/22/2024	Avelar		3,914.98
8/22/2024	PURCOR Pest Solutions		125.00
8/22/2024	Carol Tanzi & Associates	500.00	
8/22/2024	One Life Counseling Service	1,430.00	
8/22/2024	Eugene Kita, DDS	1,609.89	
8/22/2024	Houn Young Kim, DDS	2,076.18	
8/22/2024	Ross Williams, DDS	2,083.19	
8/22/2024	Patricia Dugoni, CPA	2,400.00	
8/22/2024	Zoya Galant, DDS	2,403.61	
8/22/2024	April Lee, DDS	2,787.12	
8/22/2024	Ability Path	6,628.00	
8/22/2024	Bay Area Foot Care	3,224.00	
8/22/2024	Applied Orthotics & Prosthetics	2,968.00	
8/22/2024	Sonrisas Dental Health, Inc.	500.00	
8/23/2024	Burlingame Therapeutic Associates	2,811.80	
8/23/2024	Ability Path	204.18	
8/23/2024	Sonrisas Dental Health, Inc.	500.00	
8/29/2024	J & E Pro Cleaning and Handy Services		1,918.53
8/29/2024	Avelar		15,085.80
8/29/2024	Ralph Barsi		2,000.00
8/29/2024	Cintas Fire Protection		1,208.00
8/29/2024	City of Burlingame Water Dept		84.03
8/29/2024	City of Burlingame Water Dept		1,257.29
8/29/2024	City of Burlingame Water Dept		752.45
8/29/2024	City of Burlingame Water Dept		12.00
8/29/2024	City of Burlingame Water Dept		106.20
8/29/2024	City of Burlingame Water Dept		372.81
8/30/2024	Interest	286.89	
		<b>2,451,514.37</b>	<b>68,683.64</b>
<b>PWC</b>			
8/8/2024	Perkins Coie LLP		4,063.50
8/8/2024	Streamline		100.00
8/15/2024	DES Architects + Engineers, Inc.		45,006.60
8/15/2024	Mark D. Hudak		1,080.00
8/27/2024	Fund TRF from Admin to PWC	50,000.00	
8/29/2024	Economic & Planning Systems, Inc.		375.00
8/30/2024	Interest	9.77	
		<b>50,009.77</b>	<b>50,625.10</b>
<b>Trousdale</b>			
8/1/2024	Heartland Merchant Account		124.95
8/8/2024	Eskaton Properties Inc		619,752.05
8/9/2024	Trousdale Tenant Deposit	68,194.00	
8/16/2024	Trousdale Tenant Deposit	5,000.00	
8/16/2024	Trousdale Tenant Deposit	225,891.06	
8/20/2024	Trousdale Tenant Deposit	703,741.84	
8/20/2024	Trousdale Tenant Chargeback		9,217.00
8/22/2024	Eskaton Properties Inc		230,725.12
8/22/2024	Trousdale Tenant Deposit	5,000.00	
8/22/2024	Trousdale Tenant Deposit	102,355.83	
8/29/2024	Eskaton Properties Inc		334,579.18
8/29/2024	Trousdale Tenant Deposit	5,000.00	
8/29/2024	Trousdale Tenant Deposit	29,432.93	
8/30/2024	Interest	483.35	
		<b>1,145,099.01</b>	<b>1,194,398.30</b>

**STATUS OF CURRENT YEAR TAX REVENUES**

Total As Of <u>7/31/24</u>	Estimated FY 24-25 <u>Tax Revenue</u>
\$ -	\$ <u>9,000,000</u>

**Board Designated Invested Funds**

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			<u>6/30/24</u>	<u>7/31/24</u>	<u>7/31/24</u>
Bridge Bank - 1yr CD (mature 1/31/25)	2.750%		3,183,919	3,184,098	3,184,098
Fiduciary Trust	4.950% *	-	1,763,628	1,769,024	1,771,275
City National Bank	4.962% *	1,880	18,018,665	18,176,770	18,184,935
Local Agency Investment Fund	4.361%		6,067,951	6,136,416	6,136,416
San Mateo County Pool Investment	3.878%		<u>3,710,676</u>	<u>3,747,019</u>	<u>3,747,019</u>
			<u><b>32,744,839</b></u>	<u><b>33,013,327</b></u>	<u><b>33,023,743</b></u>

\* Yield to maturity

**STATUS OF CURRENT YEAR TAX REVENUES**

Total As Of <u>8/31/24</u>	Estimated FY 24-25 Tax Revenue
<u>\$ 1,054</u>	<u>\$ 9,000,000</u>

**Board Designated Invested Funds**

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			<u>7/31/24</u>	<u>8/31/24</u>	<u>8/31/24</u>
Bridge Bank - 1yr CD (mature 1/31/25)	2.750%		3,184,098	3,184,098	3,184,098
Fiduciary Trust	4.950% *	-	1,769,024	1,777,121	1,779,384
City National Bank	4.962% *	3,767	18,176,770	18,195,093	18,300,492
Local Agency Investment Fund	4.361%		6,136,416	6,136,416	6,136,416
San Mateo County Pool Investment	3.878%		<u>3,747,019</u>	<u>3,747,019</u>	<u>3,747,019</u>
			<u><b>33,013,327</b></u>	<u><b>33,039,747</b></u>	<u><b>33,147,409</b></u>

\* Yield to maturity



## FOUNDATION BOARD

Cama Garcia, PA, *Board Chair*

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Jacqueline Pelka, *Secretary*

Matt Nadboralski, *Treasurer*

Chester Kunnappilly, MD  
CEO of SMMC

Ann Marie Silvestri, DDS

Carolyn Shmunis

David Melchner

Erik Musalem

Gary Radine

Jamie Bruning-Miles

Sofia Koshevatsky

Trish Erwin

## FOUNDATION STAFF

John Jurow  
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Dana Floro  
Director of Operations

Ksenia Chistyikova  
Program Assistant

Elena Ricevuto  
Finance Partner

Eric Rogers  
Grant Writer

Mikel Cruz  
Marketing Consultant

## Update Report for Mammography Equipment Upgrade

Grant Amount: \$200,001

Awarded: September 2023

### Project Description

Up until recently, San Mateo Medical Center (SMMC) operated on 2D Digital mammography units that were purchased in 2014. These units included the ability for upgrades to 3D Tomosynthesis. 3D Tomosynthesis 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. The patient population at SMMC deserves the same type of care that is provided at other hospitals.

### 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 attempt to catch 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 Mammo 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 additional 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 \$40,561.25

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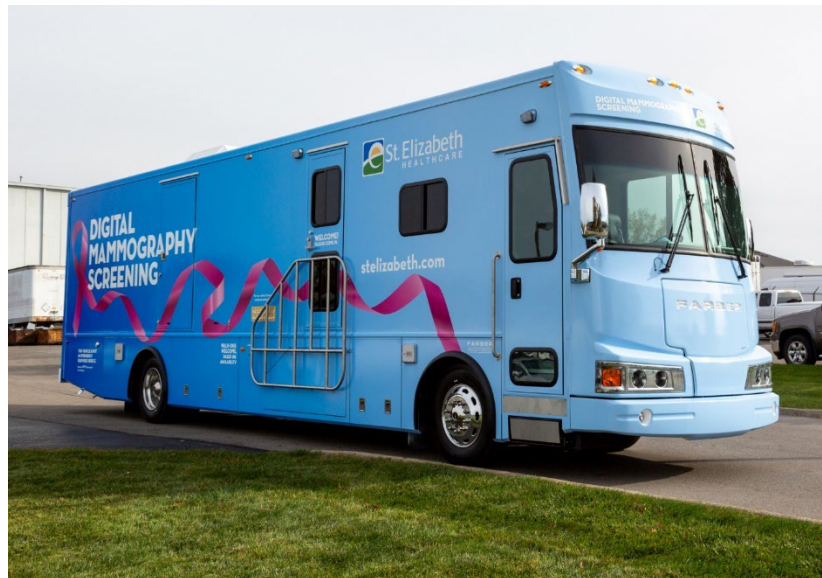
Eric Rogers  
*Grant Writer*

Mikel Cruz  
*Marketing Consultant*

Mammography Van Timeline

San Mateo Medical Center is undergoing a major upgrade to its Electronic Health Record System, scheduled to go live in November. During this period, all other projects are on hold due to limited county resources. The mammo van will depend on this upgrade for transmitting images and reports to our medical teams. We plan to purchase the van starting in the first quarter of 2025, with delivery expected within six months. Once on campus, we will proceed with accreditation, training, and software installation within the year.

Attached are pictures of the proposed van.





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# CARING FOR OUR COMMUNITY




## UPDATE ON MAMMOGRAPHY AT SAN MATEO MEDICAL CENTER



## CONTRIBUTION



In 2023, San Mateo County Health Foundation received a **generous grant for \$200,000 from Peninsula Health Care District** to assist with our breast health initiative in partnership with San Mateo Medical Center.



The funds were intended for upgrading technology and purchasing a mobile mammography van.



# PROJECT

San Mateo Medical Center recently upgraded to 3D Tomosynthesis mammography after being on 2D technology since 2014, aligning with the standard of care for earlier cancer detection. This advancement improves patient outcomes and reduces healthcare costs, ensuring patients at the public hospital receive the same high-quality care as other hospitals.



# PROJECT IMPACT

- ★ The SMMC Diagnostic Imaging department serves over 5,500 patients annually.
- ★ All mammography screenings now use 3D Tomosynthesis for earlier breast cancer detection.
- ★ This upgrade allows for service expansion and the mammo van is a big step in that direction.
- ★ It enables accurate tracking of cancer detection rates, including positives and false positives.
- ★ 3D Tomosynthesis reduces patient callbacks, minimizing stress and anxiety associated with additional imaging.



# EXPENDITURES

Total: \$789,785.63 for 3D upgrades by Hologic Inc.

- 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 \$40,561.25



These costs cover the digital plates, software upgrades, installation, warranty, and annual services associated with the 3D upgrades.

## MAMMOGRAPHY VAN TIMELINE



San Mateo Medical Center is undergoing a major upgrade to its Electronic Health Record System, scheduled to go live in November. During this period, all other projects are on hold due to limited county resources.

The mammo van will depend on this upgrade for transmitting images and reports to our medical teams. We plan to purchase the van starting in the first quarter of 2025, with delivery expected within six months. Once on campus, we will proceed with accreditation, training, and software installation within the year.



Attached are pictures of the proposed van.



## COMMUNITY OUTREACH STRATEGY FOR MAMMOGRAPHY



Our primary goal is to deliver services to SMMC patients across our field clinics in San Mateo County. These clinics are located in North County (Daly City and South San Francisco), Mid County (Half Moon Bay), and South County (Redwood City).

The Foundation partners with Puente de la Costa Sur and ALAS on our Caring Hands in Health program. We are exploring the possibility of **expanding mammography services** for SMMC patients at these nonprofit organizations.



Additionally, we are considering hosting a **community open day** at county events like the San Mateo County Fair.



## COMMUNITY GRANTS PROGRAM

Strategic Considerations

Presentation to:  
Board of Directors

September 19, 2024



## Background



- Program established in 1996; 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.





## Community partnerships are vital to the realization of the District’s Strategy

Through the Community Grants Program (CGP), we are able to establish meaningful partnerships that are foundational and beneficial to the District, Grantees, and Residents.

We can:

- Gather real-time information about community needs and service gaps
- Share District resources through our 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

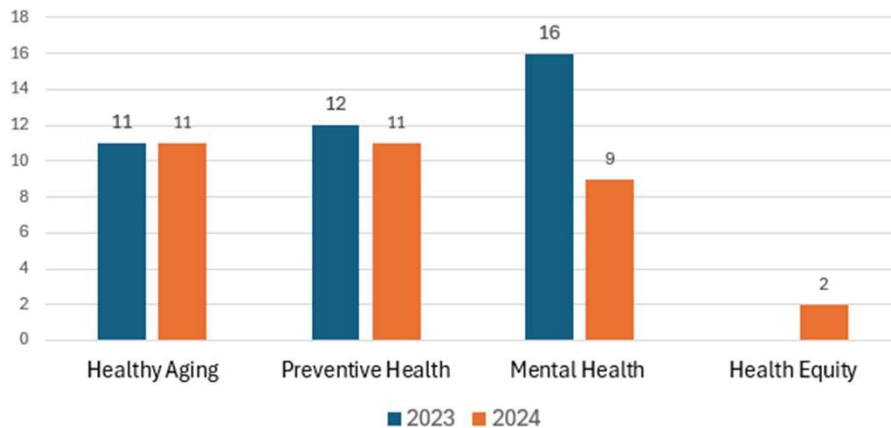


*Simply put, the CGP is a vehicle by which we can do more and do better as and for the District.*

## A Snapshot in Time

*Most Recent Grant Cycles*

CGP Grantees by Strategic Focus Areas



### Recurring Focus Areas over the years

- Healthy Aging
- Mental Health
- Preventive Health

*Health Equity added in 2024 as a standalone focus area.*

## Grantee Partner who is Extending our Reach and Impact

# LifeMoves

2024 One-Year Grantee: \$30K

1. **Behavioral health screenings** at First Step for Families (family members over age 5) and referrals
2. **Individual, group, and milieu therapy sessions** to both adults and children
3. **Train the next generation of psychologists** on the behavioral health issues that typically accompany homelessness



First Step For Families | San Mateo

First Step for Families provides interim shelter and services to 39 families experiencing homelessness in San Mateo.

San Mateo, CA 94401

## Measuring Impact

### *A Key Hypothetical Question*

What would happen to community programs / residents' health and mental health, if there was no Community Grants Program support?

### *Grantees' Comments at the Award Ceremony*

*"We would not be able to serve the community."*

*"We'd serve less people."*

*"Our Program would be at risk."*

*"Individuals and families would bear the brunt."*

Video

## Measuring Impact

LifeMoves

Midyear Report: July 2024

- 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.
- Remained constant since 2007, not accounting for inflation or other factors.
- The Consumer Price Index (CPI) for SF-OAK-HAY region over the 17-year period ranges from 1.11% to 5.00%.
- The aggregate CPI is 49.5%.

San Francisco-Oakland-Hayward, CA

Year	Apr	% Chg (12-mos)
2007	215.842	
2008	222.074	2.89%
2009	223.854	0.80%
2010	227.697	1.72%
2011	234.121	2.82%
2012	238.985	2.08%
2013	244.675	2.38%
2014	251.495	2.79%
2015	257.622	2.44%
2016	264.565	2.70%
2017	274.589	3.79%
2018	283.422	3.22%
2019	294.801	4.01%
2020	298.074	1.11%
2021	309.419	3.81%
2022	324.878	5.00%
2023	338.496	4.19%
2024	351.247	3.77%
<b>Total Change</b>		<b>49.50%</b>

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

Most Recent Year

El Camino Healthcare District \$7.4 M

Sequoia Healthcare District \$5.2 M

West Contra County Healthcare District \$5.0 M

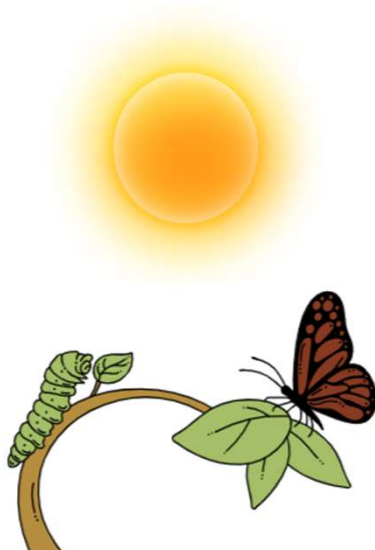
Peninsula Health Care District \$2.0 M



\$3.0 M

*With 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

## 2024 - 2025 CHI Budget for Grants, Scholarships and Sponsorships



Impact Partners (3-yr cycle)	\$ 840,492
Community Grants (1 and 2-year cycles)	\$ 1,009,508
Health Care Workforce	\$ 50,000
Small Grants & Sponsorships	\$ 100,000

**Total Budget = \$2,000,000**

\$ 490,000 committed to 2-year grants

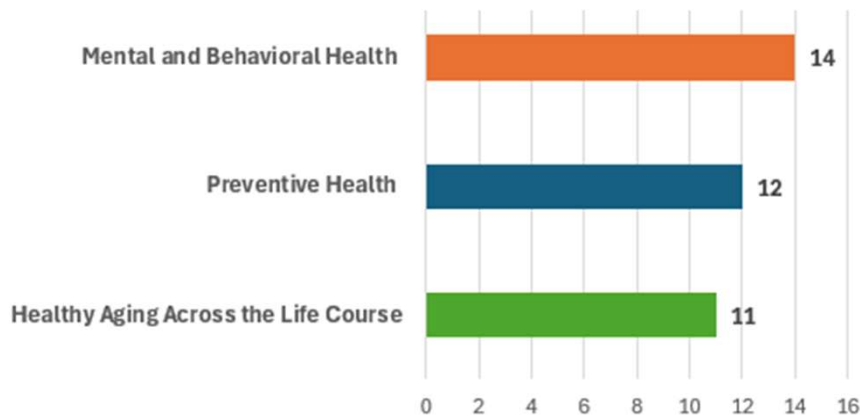
\$ 519,508 remaining for 1-year grants

## 2025 CGP Grants Budget

Remaining Allocation & Preliminary View of LOIs



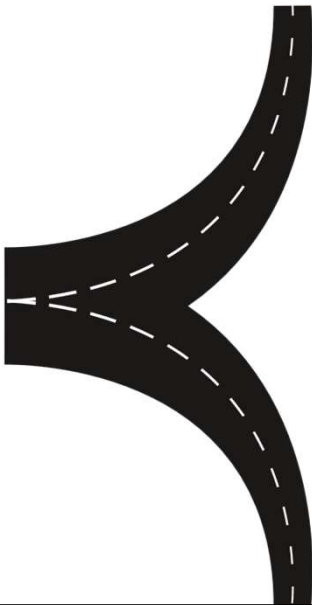
- 37 Letters of Interest received.



• **Total Requested:**  
**\$1,546,084**

• **Total Available:**  
**\$519,508**

# Potential Budget Increase Pathways



**Near-term proposal:**

Budget increase to catch up with inflation and other factors

**Longer-term proposal:**

Adjusting budget on a regular basis with a pre-determined algorithm

# Increasing Budget - Scenarios



		Total Budget Proposal	Differential
<b>Scenario #1</b>	Average Annual Grants Budget for the Bay Area Health Care Districts, including PHCD	\$4.9 M	\$2.9M
<b>Scenario #2</b>	Community Grants Funds Per Resident	\$3.75 M	\$1.75 M
<b>Scenario #3</b>	Catching Up with the Consumer Price Index (CPI)	\$3.0 M	\$1.0 M

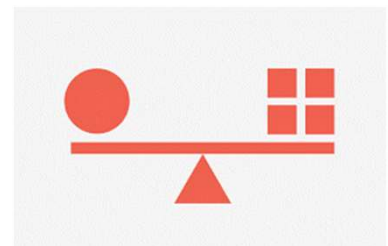
## Approximate Grants Community Grant Funds per Resident

	Annual Community Grants Budget	Approx. Grant Funds per Resident
El Camino Healthcare District	\$ 7.2 M	\$ 18.33
Sequoia Healthcare District	\$ 5.2 M	\$ 25.60
West Contra Costa Healthcare District	\$ 5.0 M	\$ 21.37
Peninsula Health Care District	\$ 2.0 M	\$ 8.35

\*\*Calculations based on the recent Annual Community Grants awarded and Population Size in the Sister Health Care Districts

## 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.





Questions?





## 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.)

Adopted: April 24, 2014

**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.) Thereafter, the Board shall authorize the District's Chief Executive Officer ("CEO") to enter into an agreement 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,

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<sup>1</sup> 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);

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<sup>2</sup> 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~~A member of the Board, or a person designated by the Board,~~ will attend and officiate over the opening of bids (“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 ~~Notice Inviting Requests for Proposals~~~~Bids~~ for Architectural and Engineering Services. Any ~~Requests for Proposals~~~~Notice Inviting Bids~~ 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.

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<sup>3</sup> 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."



## Board Policy

### **Code of Conduct/Norms**

**Purpose: to promote excellence in leadership, effective governance, ensure District values are carried out, and compliance with the Brown Act.**

- A. The health of the District's constituents will be the priority of the Board of Directors.
- B. The dignity, style, values, and opinions of each Director will be respected.
- C. The Board's primary responsibilities are: formulation and evaluation of policy; setting strategic direction, and recruiting, directing and evaluating the CEO. Routine matters concerning the operational aspects of the District are delegated to the administrative staff of the District.
- D. Agendas for Board meetings will be prepared by the CEO in collaboration with the Board Chair. Any ~~two Directors may~~ ~~Director may call the CEO and~~ request an item be placed on the agenda. Any request for a future agenda item shall be made at a public meeting or directly to the CEO no later than 5:00 PM on the Wednesday the week before the meeting date.
- E. Directors will come to meetings thoroughly prepared to discuss agenda items. Information requested or exchanged before meetings will be in a manner consistent with the Ralph M. Brown Act.
- F. Attentive listening in all verbal communications is encouraged.
- G. Directors will provide courteous responses to constituent questions and concerns, and when appropriate, will direct to the proper administrative personnel for follow up.
- H. Once the Board of Directors takes an action, Directors will support the action and avoid interfering in any way with the implementation of said action.
- I. ~~The~~ work of the District is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the District.



## **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.

## **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.
- E.* 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.



## 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.”

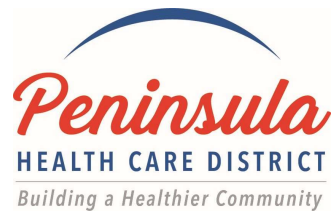
**Scope:** All positions cited as “responsible parties” on PHCD’s Conflict of Interest Policy.

### **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*

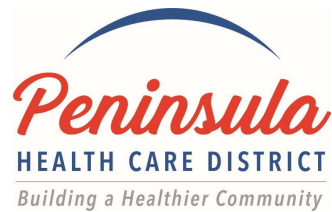
#### **CONTROLS:**

##### **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:**

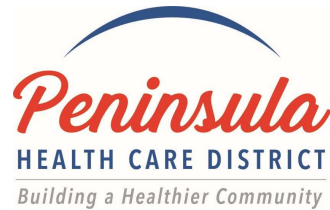
- *Payments are made from invoices, not from statements.*
- *Checks are written weekly.*
- *Checks greater than \$25,000 require two signatures on file with the bank with one signature from an authorized Board member [Board Chair, Director Chair of the Finance Committee and CEO]*
- *Voided checks are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

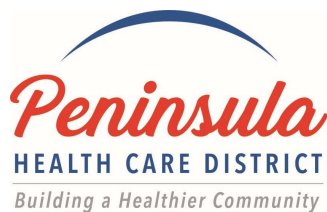
##### **Receipt and Deposit of Checks**

- 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.

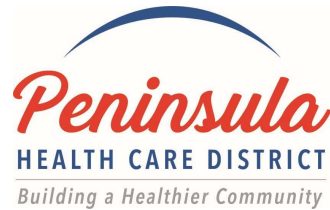
**PAYROLL**

***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 1<sup>st</sup> through the 15<sup>th</sup> and 16<sup>th</sup> 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**

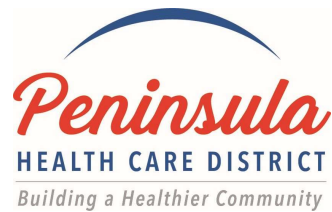
- CEO receives Paychex unopened envelope with payroll register, withholding, and employee direct deposit confirmation.
- CEO reviews payroll and initials to confirm accuracy.
- CEO maintains all payroll information in a locked designated HR file cabinet.
- CEO distributes individual employee deposit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



## Paid Holidays 2024 Calendar Year

January 1	New Year's Day
January 15	Martin Luther King, Jr. Day
February 19	President's Day
<b>March 31</b>	<b>Cesar Chavez Day*</b>
May 26	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 11	Veterans Day
November 21- <del>22</del>	Thanksgiving
<b>December 24</b>	<b>Christmas Eve</b>
December 25	Christmas Day
<b>December 31</b>	<b>New Year's Eve</b>

~~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.



## 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 coping charge shall be obtained from the person making the request before copies are made.



Board Policy

**SPENDING AUTHORITY OF CHIEF EXECUTIVE OFFICER**

Contracts and purchases that do not require public bidding may be authorized by the Chief Executive Officer as follows:

1.1 Contracts within the approved budget:

- A. \$1 - \$25,000 – Chief Executive Officer may authorize
- B. Over \$25,000 – Chief Executive Officer may authorize with Board Chair's approval

1.2 Amounts not in approved budget:

- A. \$1 - \$5,000 – Chief Executive Officer may authorize
- B. Over \$5,000 – Board approval required

Discretionary grants to community groups and service providers shall be authorized by the Chief Executive Officer in accordance with the Community Support Discretionary Fund policy.



## 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>
<del>Other Board</del>	
<del>Appointed District Officers (if such Officers are appointed by the District**)</del>	<del>1,2,3,4</del>
Chief Executive Officer*	1,2,3,4, <u>5, 6, 7</u>
Chief Financial <u>e-Officer**</u>	1,2,3,4, <u>5,6,7</u>
<del>Officer</del> 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.<sup>1</sup> “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

<sup>1</sup> 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**





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## CONFIRMATION RECEIPT

Peninsula Health Care District, thank you so much for your generous donation. The American Cancer Society's mission is to save lives, celebrate lives, and lead the fight for a world without cancer. With your help, we're attacking cancer from every angle, every day.

What we do:

- Fund breakthrough research
- Provide free lodging near treatment centers
- Operate a 24/7/365 live helpline
- Provide rides to treatment

Learn more at [www.cancer.org](http://www.cancer.org), or call our live 24/7 helpline at 1-800-227-2345.