

<b>BOARD OF DIRECTORS MEETING MINUTES</b> <b>Thursday, May 23, 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> Charlene Margot, Co- Founder & CEO, Parent Venture, Tracey Fecher, Chief Executive Officer, Sonrisas

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

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

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

**4. Consent Calendar: ACTION**

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

**Motion to Approve Consent Calendar as Presented**  
**Motion: By Director Sanchez; Director Navarro**  
**Vote: Ayes – Cappel, Pagliaro, Zell, Navarro, Sanchez**  
**Noes: 0**  
**Abstain: 0**  
**Motion Passed: 5/0/0**

**5. New Business:**

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

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

**Motion to Approve Resolution as written**

**Motion: By Director Zell; Vice-Chair Pagliaro**

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

**Noes: 0**

**Abstain: 0**

**Motion Passed: 5/0/0**

**6. Old Business:**

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

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

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

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

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

**OVERSIGHT AND EVALUATION:**

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

**PHCD COST BREAKDOWN:**

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

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

**REQUESTED BOARD ACTION:**

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

**Q & A with Jackie Almes**

**Which District declined to have the Care Solace services extended?**

The Burlingame School District.

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

That is correct.

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

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

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

**Motion: By Director Zell; Vice-Chair Pagliaro**

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

**Noes: 0**

**Abstain: 0**

**Motion Passed: 5/0/0**

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

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

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

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

***Organizational Impact***

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

***Program Description***

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

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

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

**Amount of Request: \$35,000.00**

***Q & A with Charlene Margot***

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

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

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

**Motion to Approve Parent Venture funding request for Academic Year 2024-2025 for \$35,000**

**Motion: By Director Zell; Director Sanchez**

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

**Noes: 0**

**Abstain: 0**

**Motion Passed: 5/0/0**

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

## **Presentation Highlights**

### ***Strategic Plan:***

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

#### **• Culture**

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

#### **• Sustainable growth**

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

#### **• Community engagement**

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

## **6. Reports:**

### **a. Board Standing Committees:**

Strategic Direction Oversight – May 1, 2024

Finance – May 14, 2024

## Board Chair and Director Reports

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

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

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

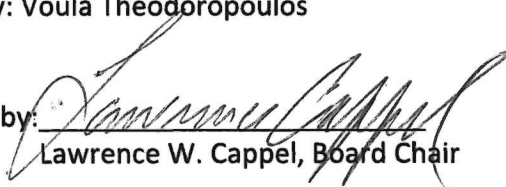
### 8. Correspondence and Media

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

### 9. Adjourn: 7:37 pm

Written by: Voula Theodoropoulos

Approved by:

  
Lawrence W. Cappel, Board Chair