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**PUBLIC MEETING OF THE  
BOARD OF DIRECTORS  
6:30 PM, Thursday, July 25, 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: 7/10/2024 & 7/25/2024: Chairman Cappel**

### **4. Consent Calendar: ACTION**

- |   |                  |
|---|------------------|
| <b>a.</b> Board Meeting Minutes - June 27, 2024             | <b>Pg. 1-6</b>   |
| <b>b.</b> Finance Committee Minutes – May 14, 2024          | <b>Pg. 7-11</b>  |
| <b>c.</b> Checking Account Transactions - June 2024         | <b>Pg. 12-15</b> |
| <b>d.</b> Quarterly Investment Report                       | <b>Pg. 16-18</b> |
| <b>e.</b> Treasurer's Report - June 2024                    | <b>Pg. 19</b>    |
| <b>f.</b> PHCD Reimbursement-Annual Disclosure              | <b>Pg. 20</b>    |
| <b>g.</b> 2024 Community Health Investment Committee Charge | <b>Pg. 21-22</b> |
| <b>h.</b> DES Architects + Engineers Proposal               | <b>Pg. 23-26</b> |

### **5. New Business:**

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

### **6. Old Business:**

- a. CEO Strategic Plan Quarterly Report:** Ana M. Pulido, Chief Executive Officer **Pg. 27-51**

### **7. Reports:**

- a. Board Chair and Director Reports**
  - Strategic Direction Oversight-7/23**
  - Finance-9/10**
  - Community Health Investment-9/16**

**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, June 27, 2024</b> <b>1819 Trousdale Dr. Burlingame, Ca 94010</b> <b>(Classroom)</b>		
<b><u>Directors Present</u></b> Chairman Cappel Secretary Zell Director Navarro Director Sanchez	<b><u>Directors Absent</u></b> Vice-Chairman Pagliaro	<b><u>Also, Present</u></b> Tim Mooney, Senior Vice President, The Liberty Company Insurance Brokers,

**1. Call to Order and Roll Call:** Chairman Cappel called the meeting to order at 6:30 p.m. Roll call attendance was taken. A quorum was present.

**2. Public Comment on Non-Agenda Items:** Lindsay Raike provided an update on the Mickelson Warm Water Therapy Pool and mentioned that a potential date for the ribbon-cutting ceremony is set for August 20th, 2024. Additionally, she expressed gratitude towards Chairman Cappel and Director Zell for their significant contributions to the pool's reopening process.

**3. Report Out From Closed Session: 6/27/2024:** Chairman Cappel stated that the Board held discussions reviewing the ongoing negotiations with the PWC developers during the closed session meeting on 6/27/2024.

**4. Consent Calendar: ACTION**

- a. Board Meeting Minutes - May 23, 2024
- b. Checking Account Transactions - May 2024
- c. Treasurer's Report - May 2024
- d. Strategic Direction Committee Charge
- e. Annual Review of Pay Scale

**Motion to Approve Consent Calendar as Presented**

**Motion: By Director Sanchez; Director Navarro**

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

**0**

**Abstain: 0**

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

## 5. New Business

### **a. PHCD Insurance Policies: Renewals, Coverages, and Costs for July 1, 2024, through June 30, 2025: Tim Mooney, Senior Vice President, The Liberty Company Insurance Brokers**

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

The new renewal premium for FY 25 is \$411K, an increase of 17%. This increase is mainly due to a \$40K increase in property insurance due to a non-renewal from the current carrier, Liberty Mutual. Liberty Mutual is not renewing most of California's small commercial package policies. Mr. Mooney has approached a couple of additional admitted property markets to see if he can bring the property premium down. In addition to the property insurance, allcove™ added \$4M of additional coverage (\$21K in premium) as required by Stanford allcove™ team to comply with the \$10M of coverage.

#### **The following are coverage changes for FY 25:**

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

#### **ACTION REQUESTED:**

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

**Motion to Approve the policy renewal as presented in the proposal from The Liberty Company Insurance Broker & Adjustment of the FY 25 Budget to reflect premium cost as presented in the proposal.**

**Motion: By Director Zell; Director Navarro**

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

**Noes: 0**

**Abstain: 0**

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

**b. FY 24-25 Drivers & Assumptions & Draft Budget: Vickie Yee, Chief Financial Officer**

**FY25 Budget Presentation Highlights**

**DRIVERS**

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

**ASSUMPTIONS**

***INCOME***

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

***EXPENSES***

- Community Health Investment (CHI) budget is \$4.4M (increased by \$330K from prior year's budget)
- Community grants, Impact partnership grants, small grants, sponsorships, healthcare workforce -\$2M
- Other Contributions - \$25K (new) for CEO's discretionary fund
- Targeted Prevention Program \$250K (no change)– Immunization, Drug Abuse, Screenings
- Special Funding Initiatives \$608K (increased by \$166K) – Board approved programs include HepB Free, Senior Services, RIP, COED, Rise, and Care Solace

- Community Outreach \$100K (increase by \$50K), includes newsletters, partner's events, promotional items, mailings, and outreach partnerships.
- Community Education \$60K (increase by \$10K), 3-4 townhalls, wellness classes, Parent Venture education series
- New Program Research & Development \$250K (no change) for new opportunities
- Donated Value for the use of Facilities \$490K – (adj for inflation, increased by 79K over prior year) to recognize community benefit from rent-free use of facilities and discounted rents
- PWC Master Plan Cost \$660K – no change from last year.

### ***The Trousdale Assisted Living/Memory Care Facility***

- Occupancy to reach stabilization of 93.1% in March 2025
- PHCD Rent Assistance Fund \$240K
- 7.5% rate increase for all residents, effective January 1st
- Total staffing increase: 1.6 FTE
- Net Income: (\$307,672), \$754K better than last year's budget
- Positive Cashflow: \$408,098

### ***The Health & Fitness Center***

- Membership Growth from 212 to 249 (an increase of 37 members)
- 2 New Health Programs: Steady Steps and Forever Fit - Personal Training Sessions and Recreation Center Classes
- New Memberships: Government Employees, Student, Scholarship Discounted Memberships
- Adding additional Yoga and Zumba classes due to increase demands, paid class attendees expected to double
- Net loss of \$236K, 31K better than last year's budget

### ***allcove™ Drop-In Center***

- Grand Opening Expected in Fall 2024
- Serving 2,145 visits, approx. 536 unique clients
- Clinical Partner Staffing to ramp up to 7.85 FTEs
- 63% of Operating Expense is for staffing
- Operating Loss of \$(780K)

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

Mental Health Visits	1,060
Medical Visits	36
Supported Edu & Employment Specialist Visits (est. 1hr/visit)	328
Substance Use	112

Non-Service Visits	422
Group Counseling	120
Peer Specialists Visits	67
<b>Total Visits</b>	<b>2,145</b>

***Community Health Investment (General Operations-Leasing Activities)***

***INCOME***

- Tax Revenue: \$9M
- Leasing Income (net): \$2.6M
- Investment Income: \$3.6M (\$2.2M non-cash Acc't Adj)
- Misc Income: \$492K (\$490K to record value of free or discounted rent-noncash)

***KEY EXPENSES***

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

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

**Motion to Approve FY '24 - '25 PHCD Consolidated Budget as presented**

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

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

**Noes: 0**

**Abstain: 0**

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

**c. Consideration to Reschedule or Cancel the September Board Meeting to Attend the Annual Association of California Healthcare District's Conference: Lawrence Cappel, Board Chairman, and Ana M. Pulido, Chief Executive Officer**

**Motion to Approve rescheduled Board meeting for September 18, 2024**

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

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

**Noes: 0**

**Abstain: 0**

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

**6. Reports:****a. Board Standing Committees:****Strategic Direction Oversight- July 3**

**Chairman Cappel** stated that the next Strategic Direction Oversight Committee meeting will be held on July 3rd.

**Finance- July 9**

**Director Zell** stated that the next meeting will be held on July 9th and that he has a perspective new member for the Finance Committee.

**Community Health Investment- July 15**

**Director Navarro** stated that the Community Health Investment will be meeting on Monday, July 15th.

**Board Chair and Director Reports**

**Chairman Cappel** stated that there are no other reports to be presented.

**7. Correspondence and Media**

a. 6/14 Award Letter from Sand Hill Foundation

**8. Adjourn: 7:20 pm**





## **FINANCE COMMITTEE MEETING**

### **Minutes**

**May 14, 2024**

1. **Call to Order:** Meeting was called to order by **Chair Zell** at 4:00 pm.
2. **Roll Call:** Present: Chair Zell, Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee.  
Absent: Member Sun.
3. **Approval of Minutes** from March 12, 2024  
One change was made to the minutes: #4, paragraph 4, to change the year of the subprime crisis from 1987 to 2007.

***It was moved by Chair Zell and seconded by Director Sanchez to approve the Minutes from March 12, 2024. The motion passed 6/0/0/1. Ayes: Chair Zell. Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee. Absent: Member Sun***

#### 4. **The Trousdale Budget:**

**Scott Winans**, Senior Vice President of Operations, Eskaton, and **Sylvia Chu**, Executive Director, The Trousdale, presented the FY 24-25 Assumptions and Draft Budget. Below are some highlights:

- Occupancy ending at stabilization – 93%
- Level of Care – Assisted Living 1.95 and Memory Care 2.5
- Resident Rate increase by 7.5% effective January 1
- Rent Assistance Fund - \$20K/month or \$240K/year
- Other Rent Concession/Incentives \$11,500/month
- Labor increased by +1.6 FTE, a total of 89.26 FTE
- 6% increase for RCA/RMA staff in addition to the \$1/hour increase
- All other staff 5% increase.
- Health Plan – 16.25%, WC – 3.75%, 401K – 2.25%
- Registry - \$20K/month
- Food – 6% increase
- Gas/Electric 10% inflation
- Insurance: Property – 10%, Liability – 7.25%, Auto – 5%
- All Other Expenses – General inflation of 3-5%

The budget will end the year with a net loss of \$638,246 but a positive cashflow of \$221,431. This is the first time The Trousdale has had a positive cashflow. The budget will end the year at 93.1%, which is at stabilization with an occupancy of 115.5 units.

**Director Sanchez** asked if there is still difficulty in finding qualified staff. **Ms. Chu** replied that there is still a general shortage of care workers in the area. Staffing is a challenge, especially in this

industry. There is a lot of competition, and after the pandemic, many people have decided to leave this industry or go to home care instead. **Mr. Winans** added that there are higher staffing costs because of the shortage. Also, with the increase in fast food workers' wages by the government, there is increased competition, but Ms. Chu has made good progress. **CFO Yee** commented that there is a significant reduction in Registry use in the new budget.

**Chair Zell** asked if the staffing challenges are due to wages. **Mr. Winans** replied that The Trousdale has regularly increased wages, and the community is currently well-staffed. **Ms. Chu** commented that the issue is not wages but finding qualified staff to do the job; everyone is looking in the same pool of candidates, which is limited.

**Director Sanchez** asked if The Trousdale is doing anything to retain staff. **Mr. Winans** responded that Eskaton has a program called the Stay Interviews, a career path within the organization, and is constantly looking at wages to be competitive. Still, the issue is a lack of a candidate pool. **Ms. Chu** added that there is also a great bonus program for referrals at \$1,500.

**Chair Zell** added that the 5% increase to staff may be low in this area and if necessary, Eskaton can go to the Board and ask for an adjustment to wages to stay competitive.

**Director Revelo** asked how comparable the 7.5% rate increase is. **Mr. Winans** replied that the increase is pretty comparable across the industry. He saw anywhere between 6-9%, depending on the area. **Ms. Chu** commented that the increase is on the low end compared to the living facilities in the area. **CEO Pulido** added that the gradual increase will help stabilize occupancy instead of a big jump.

***It was moved by Director Sanchez and seconded by Member Revelo to accept the budget as presented. The motion passed 6/0/0/1. Ayes: Chair Zell, Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee. Absent: Member Sun***

## 5. allcove Budget:

**Marc Rappaport**, allcove Clinical Director, presented the FY 24-25 Assumptions and Draft Budget. Below are some highlights:

- Soft Opening – January 2024 and Grand Opening – Fall 2024
- January to April, the Center had 194 visits. Of the visits, 34 were for mental health
- FY 25 Budget is expected to see 2,145 visits.
- Clinical Partner Staffing to ramp up to 7.85 FTEs
- Billables to start January 2025 for Medi-Cal Insurance (40% Mental Health and 100% Group Counseling Services)
- Other Insurance Billable to begin in FY 26
- Revenue includes State Grants and Billables
- Expenses: \$1.7M – 65% cost for staffing
- Capital Purchases: \$63.5K, which includes \$55K in medical equipment.

Net Loss expected to be \$760K with a net cash draw of \$734K.

**Member Seto** asked who the targeted audience for outreach efforts is. **Mr. Rappaport** replied that they are reaching out to the high school and community college youth – ages 12-25. **CEO Pulido** added that the team is also doing ads, reaching out to businesses, attending conferences, and tabling events to spread the word. They work with the Youth Advisory Group to develop strategies and ideas on the best ways to reach the youth.

**Member Seto** asked what the utilization percentage of the leased space was. **Jackie Almes**, Youth Behavioral Health Program Manager, replied that 90% of the space is for the youth and 10% is for staff. Yesterday, there was a collaborative event with Borel Middle School, and over 30 people attended, including youth and parents.

**Director Sanchez** asked if Saturday utilization is still the same. **Ms. Almes** replied, yes, Saturdays are slow days for the Center. **Director Sanchez** asked about funding sources for FY 2027 and on. **Ms. Almes** replied that there are pending grants that are not in the budget and other expected revenue streams at the bottom of the budget. In addition, they will continue to look at grant opportunities as they become available. Also, they will have a better idea of billables next year.

**Chair Zell** commented that he visited a mental health center called Head Space in Canada based on the Foundry model. The Center worked because the local hospital and the local government funded it. He would like Ana to meet with the hospitals and the County manager to talk about allcove, and he is happy to attend those meetings. **Chair Zell** would also like other services such as resume workshops, housing, job fairs, and interview support. He would like allcove to invite non-profits or the County to provide these services. In addition, he would like a budget line item for community outreach/community building for sponsorships and speakers.

***Chair Zell made the motion to accept the budget with an additional line item for community outreach. It was seconded by Director Sanchez. The motion passed 6/0/0/1. Ayes: Chair Zell, Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee. Absent: Member Sun***

## 6. Health & Fitness Budget:

**CFO Yee** and **Richard Bergstrom**, Fitness Director, presented the FY 24-25 Assumptions and Draft Budget. Below are some highlights:

- Membership to grow to 249; 1/3 will be insurance-based memberships
- New membership types: Government Employees
- Special Health Programs: Forever Fit and Fall Prevention Programs
- Added personal training – currently 2/month
- Yoga classes to gradually increase from 5 to 8 classes/month
- Revenue: \$174K, 33% better than last year's budget
- Expenses: \$412K, a 3.4% increase from last year's budget
- Increase Membership Service Representative by .14 FTE
- Exploring the possibility of becoming a medically certified fitness center through the Medical Fitness Association
- Continued exploration of other insurance options and membership pricing.

**Chair Zell** believes that the membership pricing is high and would like to see a reduction. The Center is a community benefit; he would like to see more seniors attend and be active. He suggested lowering the pricing to the same reimbursement rates as the insurance. **Chair Zell** asked if the Center would eventually break even. **CEO Pulido** replied not currently but is working on being a licensed medically certified facility, which may potentially break even. **Director Sanchez** asked if there were any complaints about the price. **Mr. Bergstrom** replied that there weren't any complaints regarding pricing.

**Chair Zell** commented that the Board is considering expanding the fitness center and that the best way to know if there is interest is to lower the membership price. **CEO Pulido** commented that she would like to provide a comprehensive package to members, including health fitness classes. **Director Sanchez**

commented that he does not see a problem with the price since the Center offers education and training to prevent injuries, which are invaluable and not offered at other gyms.

**Member Revelo** asked what attracts the seniors to join the Center. **CEO Pulido** replied that the seniors come for the health aspect, but they love the community. The seniors love the socialization, interaction with others, the staff, and is a safe place for them.

**Member Seto** asked if the FY24 numbers were actuals. **CFO Yee** replied that it is a combination. Actuals for the first three quarters and projected numbers for the last quarter. **Member Seto** requested that the actuals and forecasted numbers be broken out in the future.

**Chair Zell** asked the Committee if they would like more discussion on lowering costs. After a robust discussion, the Committee believes that price is not a deterrent for individuals to join, especially since the Center now accepts insurance, which can be free to members. Also, the Center is not just a gym but focuses on seniors by offering tailored programming and classes to promote healthy living and fall prevention. In the last four months, membership increased by 40 members.

***It was moved by Director Sanchez and seconded by Member Revelo to accept the budget as presented. The motion passed 5/1/0/1. Ayes: Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee. Noes: Chair Zell. Absent: Member Sun***

#### **7. FY 24-25 Consolidated Draft Budget:**

**CFO Yee** presented the FY 24-25 Drivers & Assumptions, Consolidated Draft Budget, Financial Ratios, 5-year Cashflow, and 5-year Capital Budget. Below are some highlights:

- Tax Revenue - \$9M (\$500K increase from the previous budget)
- Lease Income - \$3M (based on current occupancy)
- Investment Income estimated at 5%
- Community Grants - \$2M (same as previous years)
- Community Outreach - \$75K (increased by \$25K)
- Leasing Property Expenses - \$394K, including a \$26K increase at 1764 MPW
- Consultant expenses increased due to additional services in the coming year, such as internal control review, HR policy review, strategic plan, and CEO professional coaching.
- New Continued Education & Training for all staff - \$24K
- Insurance – estimated at 15% increase.
- Board Election is budgeted at \$300K (every odd year)
- Consolidated Budget Net Income: \$5,633,813
- All FY 24-25 Budget Ratios exceed PHCD Ratios
- Ending Cashflow - \$44,563,443
- Debt Service on June 30, 2025 - \$38,320,000
- Capital Budget for the year is \$309K

**Director Sanchez** asked if there is any election cost if there are no competitors. **CFO Yee** replied, No. **Director Sanchez** suggested reallocating the election budget to Community Grants if there is no election or cost for the District. **Chair Zell** commented that the decision is at the Board level.

**Chair Zell** commented that all the programs are doing better, especially The Trousdale, which helps to subsidize allcove. He asked CEO Pulido if there were any concerns. **CEO Pulido** replied that she is mainly working on increasing the utilization numbers at allcove. **Chair Zell** suggests increasing the community outreach budget.

*The Committee had a robust discussion. It was moved by Director Sanchez and seconded by Member Seto to accept the budget as presented. The motion passed 6/0/0/1. Ayes: Chair Zell, Director Sanchez, Member Seto, Member Revelo, CEO Pulido, CFO Yee. Absent: Member Sun*

**8. Q3 Consolidated Financials:**

CFO Yee commented that the Q3 consolidated financials are in the packet, consistent with previous quarters and that there were no concerns. Committee members can email CFO Yee for questions.

**9. Discuss topics or information the Committee would like to explore in the Program Deep-Dive sessions:**

Committee members will email the CFO with topics and information for the Sonrisas Deep-Dive session.

**10. Future Agenda Items:**

- City National Bank – Annual Performance & Goals Presentation
- Sonrisas – Deep-Dive including FY 24 Performance and Outlook

**Adjournment:** Chair Zell Adjourned the meeting at 5:49 pm.

*Written by Vickie Yee, CFO*

**Approved by: The Finance Committee 7/9/2024**

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

<b>Date</b>	<b>Description</b>	<b>Deposit</b>	<b>Withdraw</b>
<b>Admin</b>			
6/3/2024	FSA Payment		22.00
6/3/2024	CalPERS Pension		8,190.59
6/3/2024	SC Property Management		32,055.00
6/5/2024	FSA Payment		100.00
6/7/2024	Recology		90.25
6/7/2024	The Hartford		280.86
6/7/2024	Voler Strategic Advisors Inc.		8,000.00
6/7/2024	Comcast		527.65
6/7/2024	Streamline		375.00
6/7/2024	Iron Mountain		825.41
6/7/2024	U. S. Bank Equipment Finance		301.50
6/7/2024	Bay Alarm		840.00
6/7/2024	Service Master Building Maintenance		3,200.00
6/7/2024	Premysis Technologies		98.76
6/7/2024	The Hartford		177.78
6/10/2024	FSA Payment		311.70
6/10/2024	Paychex		647.29
6/11/2024	FSA Payment		40.00
6/11/2024	California Public Employees Retirement		16,047.33
6/12/2024	FSA Payment		93.00
6/12/2024	Cardmember Service		7,134.68
6/13/2024	Peninsula Volunteers, Inc		3,800.00
6/13/2024	Castlerock Consulting		3,538.00
6/13/2024	Precision Digital Networks		2,191.25
6/13/2024	KBA Document Solutions, LLC		328.30
6/13/2024	PG&E		415.92
6/13/2024	PURCOR Pest Solutions		99.75
6/13/2024	Shamrock Office Solutions LLC		139.45
6/13/2024	Medix		1,196.87
6/13/2024	One Life Counseling Center		13,725.00
6/13/2024	Precision Digital Networks		669.25
6/13/2024	Samaritan House		75,000.00
6/13/2024	Paychex Payroll 06/15/24		34,195.83
6/13/2024	Payroll Taxes 06/15/24		19,254.86
6/14/2024	FSA Payment		39.92
6/14/2024	County of San Mateo, CA	3,767.12	
6/14/2024	Paychex		85.00
6/14/2024	Athenahealth, Inc.		1,225.00
6/14/2024	Compensation Insurance Payroll		189.66
6/17/2024	CalPERS Pension		8,227.64
6/18/2024	FSA Payment		5.00
6/20/2024	Allied Administrators for Delta Dental		847.25
6/20/2024	Catholic Charities		12,000.00

Date	Description	Deposit	Withdraw
6/20/2024	Stavroula Theodoropoulos		49.53
6/20/2024	Mark D. Hudak		4,950.00
6/20/2024	Frank Pagliaro		351.81
6/20/2024	Association of CA Healthcare Districts		14,604.00
6/20/2024	U. S. Bank Equipment Finance		293.20
6/20/2024	Alhambra		3.79
6/20/2024	Precision Digital Networks		120.42
6/20/2024	Mark D. Hudak		1,350.00
6/20/2024	DirectMail.com		9,988.54
6/20/2024	Medix		2,393.74
6/20/2024	Catto's Graphics, Inc.		1,208.08
6/20/2024	First Citizens Bank & Trust Co		277.35
6/20/2024	McKesson Medical - Surgical		14,717.93
6/20/2024	FSA Payment		15.00
6/20/2024	Paychex		121.50
6/21/2024	FSA Payment		117.70
6/21/2024	Anna Naufahu	100.00	
6/21/2024	Sand Hill Foundation:Allcove Donation	5,000.00	
6/21/2024	Liberty Mutual:Insurance reimbursement	624.90	
6/25/2024	FSA Payment		62.69
6/25/2024	Heritage Bank Service Fee		105.30
6/26/2024	FSA Payment		31.24
6/26/2024	County of San Mateo, CA	7,047.15	
6/27/2024	Bay Alarm		167.80
6/27/2024	City of Burlingame Water Dept		117.28
6/27/2024	The Signworks		12,226.88
6/27/2024	Paychex Payroll 06/30/24		33,378.43
6/27/2024	Payroll Taxes 06/30/24		18,754.07
6/28/2024	123 Awards		12,270.19
6/28/2024	Samaritan House		25,000.00
6/28/2024	Interest	548.85	
6/28/2024	Workers Compensation Insurance Payroll		185.51
		<b>17,088.02</b>	<b>409,394.73</b>

### Health Fitness

6/10/2024	Mindbody Merchant Processing		311.07
6/12/2024	Cardmember Service		1,557.49
6/13/2024	Caroline Foley		350.00
6/13/2024	U. S. Bank Equipment Finance		77.40
6/13/2024	PG&E		1,163.21
6/13/2024	Recology		97.39
6/13/2024	Precision Digital Networks		174.00
6/13/2024	Streamline		63.00
6/13/2024	Tiffany Ngo Arroyave		90.00
6/13/2024	Color Print		94.85
6/20/2024	AT&T		318.70
6/20/2024	Core Linen Services, Inc.		308.01
6/27/2024	Directv		100.99

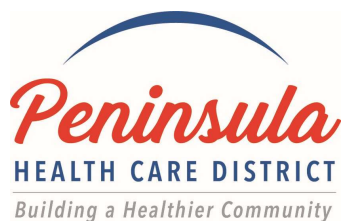
Date	Description	Deposit	Withdraw
6/27/2024	Daily Journal		2,607.96
6/27/2024	Philadelphia Insurance Companies		6,861.00
6/27/2024	City of Burlingame Water Dept		203.19
6/27/2024	City of Burlingame Water Dept		8.00
6/27/2024	Gym Doctors		3,462.53
6/27/2024	KBA Document Solutions, LLC		348.67
6/28/2024	Interest	32.54	
6/30/2024	Health and Fitness Membership June 2024	10,540.50	
6/30/2024	MindBody Merchant Fees		12.25
		<b>10,573.04</b>	<b>18,209.71</b>

### Leasing

6/3/2024	Fund TRF from Leasing to Trousdale		32,954.84
6/7/2024	City of Burlingame Water Dept		84.03
6/7/2024	City of Burlingame Water Dept		156.08
6/7/2024	City of Burlingame Water Dept		713.65
6/7/2024	City of Burlingame Water Dept		353.42
6/7/2024	PG&E		2,586.14
6/7/2024	Recology		389.59
6/7/2024	PG&E		2,303.91
6/7/2024	Service Master Building Maintenance		4,500.00
6/7/2024	Recology		901.22
6/7/2024	Recology		627.54
6/7/2024	Avelar		7,136.65
6/12/2024	Cardmember Service		84.00
6/13/2024	Western Allied Mechanical, Inc.		3,522.50
6/13/2024	Oropeza's Landscaping & Maintenance		1,260.00
6/13/2024	PURCOR Pest Solutions		662.50
6/13/2024	Bellanti Plumbing		830.00
6/13/2024	Bleyle Elevator, Inc		1,422.00
6/20/2024	Mark D. Hudak		1,620.00
6/20/2024	Ralls Gruber & Niece LLP		5,744.75
6/21/2024	April Lee, DDS	67.98	
6/21/2024	April Lee, DDS	67.98	
6/21/2024	April Lee, DDS	2,719.14	
6/21/2024	Carol Tanzi & Associates	500.00	
6/21/2024	One Life Counseling Service	1,430.00	
6/21/2024	Houn Young Kim, DDS	2,076.18	
6/21/2024	Ross Williams, DDS	2,083.19	
6/21/2024	Patricia Dugoni, CPA	2,400.00	
6/21/2024	Zoya Galant, DDS	2,403.61	
6/21/2024	Bay Area Foot Care	3,224.00	
6/21/2024	Ability Path	6,628.00	
6/25/2024	Eugene Kita, DDS	1,609.89	
6/25/2024	Burlingame Therapeutic Associates	2,811.80	
6/25/2024	Preferred Prosthetics Inc.	2,968.00	
6/25/2024	Applied Orthotics & Prosthetics:June 2024 Security Deposit	5,936.00	
6/25/2024	Dugoni Cox July lease payment	2,400.00	



<b>Date</b>	<b>Description</b>	<b>Deposit</b>	<b>Withdraw</b>
6/27/2024	Preferred Prosthetics Inc.		10,471.42
6/27/2024	City of Burlingame Water Dept		1,972.21
6/27/2024	City of Burlingame Water Dept		633.29
6/27/2024	City of Burlingame Water Dept		361.73
6/27/2024	City of Burlingame Water Dept		103.43
6/27/2024	City of Burlingame Water Dept		84.03
6/27/2024	City of Burlingame Water Dept		12.00
6/28/2024	Interest	104.77	
		<b>39,430.54</b>	<b>81,490.93</b>
<b>PWC</b>			
6/7/2024	Streamline		42.00
6/13/2024	Economic & Planning Systems, Inc.		750.00
6/20/2024	Mark D. Hudak		1,530.00
6/28/2024	Interest	6.25	
		<b>6.25</b>	<b>2,322.00</b>
<b>Trousdale</b>			
6/3/2024	Heartland Merchant Account		124.95
6/3/2024	Fund TRF from Leasing to Trousdale	32,954.84	
6/7/2024	Eskaton Properties Inc		255,839.51
6/13/2024	Trousdale Tenant Deposit	15,000.00	
6/13/2024	Trousdale Tenant Deposit	274,927.87	
6/20/2024	Trousdale Tenant Deposit	5,000.00	
6/20/2024	Trousdale Tenant Deposit	115,488.61	
6/20/2024	Trousdale Tenant Deposit	698,208.52	
6/27/2024	Eskaton Properties Inc		851,348.05
6/28/2024	Trousdale Tenant Deposit	113,542.51	
6/28/2024	Trousdale Tenant Deposit	5,000.00	
6/28/2024	Trousdale Tenant Deposit	185.00	
6/28/2024	Interest	602.91	
		<b>1,260,910.26</b>	<b>1,107,312.51</b>



DATE: July 25, 2024

TO: PHCD Board of Directors

FROM: Vickie Yee, CFO

SUBJECT: Investment Quarterly Report – 6/30/24

To comply with our Statement of Investment Policy and Government Code 53646, included in this report are our investment holdings as of 6/30/24 and two bank statements: Local Agency Investment Fund and San Mateo County Fund (May statement attached, June not available until late July).

<b>Fiduciary Trust Holdings as of 6/30/24</b>					
<b>Asset Category</b>	<b>Asset Name</b>	<b>Quantity</b>	<b>Mkt Price</b>	<b>Mkt Value</b>	<b>Cost Basis</b>
CORPORATE BONDS-DOMESTIC	WALT DISNEY COMPANY/THE 1.75% 30 Aug 2024	130,000	99.330	129,129	129,470
INTEREST BEARING ACCOUNT	USD Cash	100,395	100.000	100,395	100,395
U.S. TREASURY BILLS	STIP 1 US TREASURY ONLY	1,237,746	100.000	1,237,746	1,237,746
U.S. TREASURY BILLS	TREASURY BILL 29 Aug 2024	100,000	99.139	99,139	98,672
U.S. TREASURY BILLS	TREASURY BILL 19 Sep 2024	200,000	98.841	197,682	197,346
				<b>1,764,091</b>	<b>1,763,628</b>

<b>City National Bank Holdings as of 6/30/24</b>					
<b>Asset Type</b>	<b>Asset Name</b>	<b>Quantity</b>	<b>Mkt Price</b>	<b>Mkt Value</b>	<b>Cost Basis</b>
CORPORATE BONDS-DOMESTIC	CITIBANK NA 5.438% 4/30/26	500,000	100.348	501,740	500,012
CORPORATE BONDS-DOMESTIC	MORGAN STANLEY V-D 0.985% 12/10/26	500,000	93.509	467,545	462,977
FOREIGN BONDS	CANADIAN IMPERIAL BK 2.250% 1/28/25	445,000	98.078	436,447	447,730
FOREIGN BONDS	SUMITOMO MITSUI FINL 1.474% 7/08/25	495,000	96.001	475,205	495,828
MONEY MARKET SWEEP FUNDS	CNB DEPOSIT SWEEP	77,026	100.000	77,026	77,026
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 0.625% 7/31/26	925,000	91.992	850,926	876,198
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 1.750% 3/15/25	625,000	97.583	609,894	621,528
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 3.000% 7/31/24	1,650,000	99.803	1,646,750	1,649,788
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 3.750% 4/15/26	1,000,000	98.211	982,110	998,984
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.000% 1/31/29	100,000	98.461	98,461	98,775
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.000% 2/15/26	1,325,000	98.648	1,307,086	1,318,054
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.125% 1/31/25	1,000,000	99.306	993,060	997,047
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.250% 1/31/26	640,000	99.039	633,850	637,860
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.375% 12/15/26	450,000	99.426	447,417	452,371
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 4/15/27	770,000	99.852	768,860	764,550
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 5/31/29	1,100,000	100.680	1,107,480	1,106,629
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 7/15/26	900,000	99.570	896,130	903,632
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.500% 11/15/25	400,000	99.395	397,580	401,413
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.625% 6/30/25	850,000	99.516	845,886	848,674
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.625% 9/30/28	300,000	100.848	302,544	299,145
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.750% 7/31/25	1,250,000	99.645	1,245,563	1,247,585
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 4.875% 5/31/26	550,000	100.203	551,117	550,957
U.S. GOVT BONDS & NOTES	U.S. TREASURY NOTES 5.000% 9/30/25	300,000	99.957	299,871	299,871
U.S. TREASURY BILLS	U.S. TREASURY BILLS 7/25/24	1,000,000	99.651	996,510	987,455
U.S. TREASURY BILLS	U.S. TREASURY BILLS 10/24/24	1,000,000	98.342	983,420	974,573
				<b>17,922,476</b>	<b>18,018,665</b>

California State Treasurer  
**Fiona Ma, CPA**



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

July 03, 2024

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

PENINSULA HEALTH CARE DISTRICT

CEO  
1819 TROUSDALE DRIVE  
BURLINGAME, CA 94010

[Tran Type Definitions](#)

**Account Number:** 20-41-002

June 2024 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	6,067,951.01
Total Withdrawal:	0.00	Ending Balance:	6,067,951.01



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

Statement Ending Date: 5/31/2024  
 Account: 03407

## STATEMENT OF ACCOUNT

Peninsula Health Care District - 03407

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
4/30/2024	Balance brought forward			\$3,710,676.45
5/31/2024	Ending Balance			\$3,710,676.45

June 30, 2024

Preliminary - subject to change

**STATUS OF CURRENT YEAR TAX REVENUES**

Total As Of <b>6/30/24</b>	Estimated FY 23-24 Tax Revenue
<b>\$ 9,712,606</b>	<b>\$ 8,500,000</b>

**Board Designated Invested Funds**

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			5/31/24	6/30/24	6/30/24
Bridge Bank - 1yr CD (mature 1/31/25)	2.750%		3,162,711	3,183,919	3,183,919
Fiduciary Trust	4.950% *	5,488	1,755,057	1,763,628	1,764,091
City National Bank	4.962% *	17,335	18,001,282	18,018,665	17,922,476
Local Agency Investment Fund	4.361%		6,067,951	6,067,951	6,067,951
San Mateo County Pool Investment	3.878%		3,710,676	3,710,676	3,710,676
			<b>32,697,677</b>	<b>32,744,839</b>	<b>32,649,114</b>

\* Yield to maturity



**DATE:** July 25, 2024

**TO:** PHCD Board of Directors

**FROM:** Vickie Yee, CFO

**SUBJECT:** **Compliance with Government Code Section 53065.5**

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In compliance with Government Code Section 53065.5, annual disclosure of reimbursements over \$100 per single charge paid to any employees or members of the governing body must be published in a document and made available for public inspection.

Below are the reimbursements for the Fiscal Year 2024 paid by the District.

	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1	Ana M. Pulido	Finger Print - DOJ Application	119.00
2	Fatima Rodriguez	Sheraton Hotel - Insure the Uninsured Conference	277.96
3	Jacqueline Almes	FedEx Brochures for allcove	219.24
4	Vickie Yee	Hotel & Food: Visit to allcove Beach Cities	777.71
5	Frank Pagilaro	Director Stipend - October	300.00
6	Frank Pagilaro	Director Stipend - January	500.00
7	Frank Pagilaro	CSDA Conference Registration Fee	345.00
8	Frank Pagilaro	Sheraton Hotel - CSDA Conference	246.56
9	Henry Sanchez	Director Stipend - July 2023	300.00
10	Henry Sanchez	Director Stipend - August 2023	500.00
11	Henry Sanchez	Director Stipend - September 2023	300.00
12	Henry Sanchez	Director Stipend - October 2023	400.00
13	Henry Sanchez	Director Stipend - November 2023	300.00
14	Henry Sanchez	Director Stipend - December 2023	200.00
15	Henry Sanchez	Director Stipend - January 2024	300.00
16	Henry Sanchez	Director Stipend - February 2024	400.00
17	Henry Sanchez	Director Stipend - March 2024	500.00
18	Henry Sanchez	Director Stipend - May 2024	400.00
19	Lawrence Cappel	Director Stipend - May 2023	500.00
20	Lawrence Cappel	Director Stipend - June 2023	500.00
21	Lawrence Cappel	Director Stipend - July 2023	300.00
22	Lawrence Cappel	Director Stipend - August 2023	500.00
23	Lawrence Cappel	Director Stipend - September 2023	400.00
24	Lawrence Cappel	Director Stipend - October 2023	400.00
25	Lawrence Cappel	Director Stipend - November 2023	200.00
26	Lawrence Cappel	Director Stipend - December 2023	300.00
27	Lawrence Cappel	Director Stipend - January 2024	500.00



**BOARD OF DIRECTORS  
COMMUNITY HEALTH INVESTMENT  
COMMITTEE CHARGE  
2024**

**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:**

1. Advising Board on community needs and District-proposed programs and projects to address those needs.
2. Conducting an annual review of the District's Community Health Investment programs.
3. Evaluating proposals for new Community Health Investment programs and Special Initiatives proposed by the Board, Strategic Direction Committee or District Staff.
4. 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.
5. Serving as ambassadors to the District by promoting the District's Community Health Investment programs and services to the community.

**Membership:**

The Committee is comprised of two representatives from the District Board and a minimum of six active community leaders that reflect a range of professional skills and experience in such areas as health care, social services, grantmaking, development, and public policy and represent the geography of the District, as well as racial, ethnic, and gender diversity of constituents. The District's Strategic Initiatives Director (SID) will serve as staff to the Committee. The District's CEO and SID will serve as non-voting members.

The Committee will be chaired by a Director of the PHCD Board. As an advisory body to the Board, the Board retains approval authority. Community Committee members serve 3-year terms and can be re-appointed for one 3-year term before cycling off for at least one year. As an exemption, for the 2023-2024 grant cycle, members were appointed for a one-year term. Returning members are up for consideration for 2 more years to complete a full term of three years.

### **Members and Terms:**

Rick Navarro, Director, Chair

Henry Sanchez, Director, Vice Chair

Kevin	2023-2024 (1-year term), 2024-2025 (1 <sup>st</sup> term)
Martinez	2023-2024 (1-year term), 2024-2025 (1 <sup>st</sup> term)
Bryan Neider	2023-2024 (1-year term), 2024-2025 (1 <sup>st</sup> term)
Susan Baker	2024-2026 (1 <sup>st</sup> term)
Crystal Miran	2024-2026 (1 <sup>st</sup> term)
Karrie Mitchell	2024-2026 (1 <sup>st</sup> term)
Bonnie Jue	

Approved by Board of Directors 10/18/07

Revised and Approved 10/23/10

Revised and Approved 2/28/2013

Revised and Approved 5/30/15

Revised and Approved 8/29/2017

Revised and Approved 9/20/2018

Revised and Approved 1/16/2019

Revised 8/7/23 and Approved XX/XX/XXXX

Revised 5/30/24 and Approved 7/15/2024 by the CHIC Committee





## Professional Services Proposal

Peninsula Wellness Community Hub  
P20240380  
07/18/24

Ana M. Pulido  
Peninsula Healthcare District  
1819 Trousdale Drive  
Burlingame, CA 94010

Dear Ana,

DES Architects + Engineers (DES) is pleased to submit this proposal to provide pre-design services for the Peninsula Wellness Community Hub Project located at 1764 Marco Polo Way, Burlingame.

We have developed this proposal based on our understanding of the project requirements from the PWC Hub Programming document received on March 28, 2024 and our Meeting on April 23, 2024.

### **PROJECT DESCRIPTION**

The Peninsula Wellness Community Hub Project emphasizes intergenerational services and engagement, aiming to address the specific needs of older adults, while involving secondary audiences to create a holistic, interconnected approach to community health and wellness.

### **Project Goals**

The goal of the PWC is to create a new paradigm of “connected aging” that improves lifelong wellness by keeping intergenerational/ multigenerational individuals connected to each other, the broader community, and to care providers. It will not only embody the District’s mission, vision and core values, but build on them. The Services of the Hub will be designed and selected to ensure healthy aging and offer something for all ages through its intergenerational programming. The District has outlined seven areas that constitute dimensions of healthy aging. These include service connection, culinary, social engagement, physical health, mental health, dental health and aging in place. Each dimension has a variety of services/ programs under it that have been reviewed by the District to ensure that the services contribute to optimal levels of benefit to their members.

### **Project Data**

The Project site is located at the intersection of Trusdale Drive and Marco Polo Way. There is a City and County of San Francisco 60 feet easement on the north side of the site, beyond which is the Mills Peninsula Medical Center. There are low rise residential apartment buildings across from the project site on the south of Marco Polo Way and to the west of Trusdale Drive. The Project site falls under the North Burlingame Mixed Use (NBMU) Zoning District.

The 66,372 SF site consists of two parcels. It currently has the McCarthy Center for Children and Families on 1764 Marco Polo Way and the Peninsula Healthcare District Health & Fitness Center on 1875 Trousdale Drive, both of which are owned by the District. The McCarthy Center is essentially a one-story wood framed building which houses the AbilityPath Learning Links Preschool. This has a 14,410 SF main floor with a 2,039 SF storage basement. The building was built in the late 1950’s and has since then undergone some interior renovations. The current interior state renovation was done in 2006. The Fitness center is approximately 6,500 SF, one story building.

From our initial assessment of the District’s space program requirements for the Hub, the area of the existing McCarthy Center Building is about half of the area required. In preliminary discussions with our structural engineer, doubling the building area by adding a second floor may not be the easiest method of gaining more square footage (the issues that arise are needing to enlarge existing foundations to support a second floor,

# Professional Services Proposal

Peninsula Wellness Community Hub  
P20240380  
07/18/24

needing to increase first floor height to accommodate additional floor framing for a second floor, and also creating larger open areas to serve some of the multi-purpose spaces from the program) That may lead to new, 2-story construction as a more efficient direction.

The Project proposes to demolish the existing buildings to gain the combined larger site for the proposed Hub Project. This would give the Hub a prominent presence off of Trusdale Drive, an opportunity to enter from both Trusdale Drive and Marco Polo Way and a larger surface parking area to meet the parking demands of this project.

## Design Criteria

The Project design will be based on:

- PWC Masterplan for Program Development, 10/10/23
- Peninsula Healthcare District PWC Hub Programming updated document received 03/28/24
- City of Burlingame Municipal Code
- California Building Code 2022

## SCOPE OF BASIC SERVICES

The basic services for this project include the following disciplines:

DES

- Project Management
- Design
- Structural Review

Consultants

- None included as part of this proposal

## PROJECT MANAGEMENT

### Pre-Design

- Provide overall project leadership and single point responsibility.
- Organize and direct the design team.
- Interface with governing agencies for their requirements
- Monitor and control the design fee and schedule
- Conduct and document project meetings during the design phase.
- Provide overall design coordination.

Deliverables

- Design schedule
- Meeting minutes for weekly meetings (Design Phase)

## ARCHITECTURE

### Conceptual Design

- Meetings
  - Site Walk #1
  - In-person Space Program Meeting #1
  - In-person Space Program Meeting #2
  - Site Walk #2
- Space Programming
  - DES worked with PHCD to refine the initial 28,000 SF reduced Hub space Program to address the updated services as described in the PWC Hub Programming updated document.
- Interior Block Diagrams and Test Fit Plans:
  - Through our initial space program assessment, Burlingame City Zoning Code research, and site plan development, DES believes that a 2-story building will be needed to accommodate the District's

## Professional Services Proposal

Peninsula Wellness Community Hub  
P20240380  
07/18/24

space requirements. Interior Block Diagrams and Test fit plans will be created for all levels of the building to understand the organization of spaces within the building and the relationships between them.

- **Site Plan Diagram**  
DES worked with PHCD to create a conceptual site plan diagram which shows the building, landscape area, outdoor services as listed in the space program, vehicle and pedestrian access and surface parking. This site plan assumed demolition of 2 existing buildings, 1764 Marco Polo Way and 1875 Trousdale Drive. Parking counts for this plan were below the desired count, DES will continue to explore options for additional parking including utilization of an adjacent parcel.  
Prepare 2<sup>nd</sup> site plan option showing the repurposing of the existing building at 1764 Marco Polo Way, this option may also need to use land from adjacent parcels to accommodate the required parking
- **Parking Study:**  
DES completed a parking analysis to understand the number of parking spaces required to meet the program demand per the City of Burlingame Zoning Code.  
Confirm with the City of Burlingame to coordinate parking requirements based on the different uses that are proposed in the Hub Building like Office/ Medical Office, Large Assembly (Multi-purpose Room), Café, Fitness Center and Potential Daycare.
- **Code Research:**  
DES completed a Zoning Code analysis per the Burlingame Municipal Code to determine NBMU development standards like maximum allowable height, allowable Floor Area Ratio, site setbacks, lot coverage, etc. DES will Coordinate these requirements with City of Burlingame Planning and Building Departments.
- **Exterior and Interior Look & Feel Sketch**  
Exterior and Interior Look & Feel Sketch will be created to convey a sense of design intent and provide a tangible visual representation of what this building can look like.

### Deliverables

- Space Program
- Parking Study
- Site Plan Diagrams – 2 site plan options
- Parking Study – finalized plans for both site options showing how parking counts are achieved
- Interior Block Diagrams and Test fits Plans
- Exterior and Interior Look & Feel Sketch – new building option

## STRUCTURAL ENGINEERING

### Pre-Design

- Review available record drawings and assess building structure of existing buildings, both 1764 Marco Polo Way and 1875 Trousdale Drive.
- Prepare floor plan diagram showing critical structural elements at 1764 Marco Polo Way
- Prepare conceptual buildings sections with approach to adding second floor at 1764 Marco Polo Way
- One Site visit is included.
- Prepare structural feasibility memo for 1764 Marco Polo Way showing how the structure can be utilized and modified to accommodate a second story.

### Deliverables

- Structural feasibility memo

## PROJECT ASSUMPTIONS

- PHCD will provide the following information to DES :
  - PWC Hub Programming Document (*This was provided to DES on 03/28/24; Master Plan for Program development dated 10/10/23 was also provided*)

# Professional Services Proposal

Peninsula Wellness Community Hub  
P20240380  
07/18/24

- o Boundary, topographic and utility survey, if available.
- o Electronic drawing files, record drawings, specifications, and calculations for the existing building and site if available. (*Record Drawings of the Tenant Improvements done in the existing Marco Polo Building were provided to DES*)
- This project is only for the Pre-Design Phase of the project with services as listed under Scope of Work.
- Design Consultants are not required currently.
- A General Contractor has not been selected yet.

### FEES

Based on the project description and scope of basic services, DES will provide professional design and engineering services on a Time and Expense Basis with a Not-To-Exceed Amount of \$55,000.

Reimbursable expenses are in addition to these professional services and are estimated to be \$1,000. We will advise you when 75 percent of this allowance has been expended, so a determination can be made if the allowance should be increased.

Reimbursable expenses include,

- All reproduction, copying, and plotting costs
- Postage, courier and overnight express mail delivery
- Mileage and travel expenses

The total contract amount is broken down as follows:

Pre-Design	\$	45,000
Reimbursable Expenses	\$	300
<hr/>		
<b>Total Contract Amount</b>	<b>\$</b>	<b>45,300</b>

### TERMS AND CONDITIONS

DES requires authorization in order to commence work. If this proposal is acceptable, please sign and return the (attached) Professional Services Agreement dated June 26, 2024. A signed PDF is acceptable. We will then return a fully-executed version back to you for your records.

After approval, should a change in scope or schedule be needed an Adjusted Services Agreement will be prepared and submitted for approval prior to commencing the adjusted work.

This proposal is valid for 30 days.

If you have any questions concerning this proposal or require any additional information, please contact me at 415-710-4254.

Sincerely,



Tom Gilman  
Project Executive

Attachment(s): Professional Services Agreement dated 07/18/24



# Quarterly Strategic Plan Board Report

March 2024 - June 2024

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# Strategic Goals at a Glance

## 1 Preventive Health



### Preventive Health One-Year Goals

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

## 2 Mental Health



### Mental Health One-Year Goals

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

## 3 Dental Health



### Dental Health One-Year Goals

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

## 4 Integrated Services



### Intergrated Services One-Year Goals

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

# Report Highlights

## Preventive Health

- Completed logic models for Childhood Immunizations, Adult Vaccinations, and Health Screenings
- Created 25 blue zone inspired lifestyle fitness video series
- 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

## Integrated 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



## 1.1

## Community Health Events

Partner and host community health resource events.

Through our partnership with [The Parent Venture](#), five educational webinars were offered by leading experts with the aim of empowering parents, young people, and families. The sessions provided vital information, tools and resources to expand participants' mindsets, encourage mindfulness, and help build communication skills and resilience.

Webinar summaries and links to the recorded sessions can be found below:

### Safety First and Mental Health: Empowering Teens to Prevent Drug Use

Video Link:

<https://www.youtube.com/watch?v=a5Atyqkpo0o&t=21s>



In this webinar, [Dr. Bonnie Halpern-Felsher](#) helps parents understand the signs and symptoms of substance use, misuse, and abuse, along with the risk and protective factors that contribute to drug use in adolescents. In addition, she addresses the relationship between mental health and substance use, and suggest effective communication tactics for talking about cannabis, fentanyl/opioids, nicotine/vaping, and other substances often used by teens.

[Dr. Bonnie Halpern-Felsher](#) is a Professor in the [Division of Adolescent Medicine](#), Department of Pediatrics, Stanford Medicine. She is a developmental psychologist whose research focuses on understanding and reducing adolescents' health-related risk behavior.

### Peace in Schools: Why Mindfulness Education Matters

Video Link: <https://youtu.be/yN6KBEz-HOY>

In 2014, a high school principal concerned about high rates of teen suicide partnered with [Peace in Schools](#) to create Mindful Studies: the nation's first for-credit, semester-long mindfulness class in a public high school. A decade later, program evaluations and independent research show that Mindful Studies serves as an accessible, practical, and critical resource for teens – with particular benefit for marginalized youth and youth with high trauma.



## Helping Young People Lead Lives of Purpose

Video Link:

[https://www.youtube.com/watch?v=ryacUheSj\\_M&t=1s](https://www.youtube.com/watch?v=ryacUheSj_M&t=1s)

Drawing on nearly two decades of scientific research, [Kendall Cotton Bronk, PhD](#), explores: What is purpose? Why does it matter? And, how can we – as parents and caregivers – help our children discover their purpose in life?



[Dr. Kendall Bronk](#) is a Professor of Psychology in the Division of Behavioral & Social Sciences, [Claremont Graduate University](#), and principal investigator at the [Adolescent Moral Development Lab \(CGU\)](#).

## Make Possibilities Happen: Transform Ideas into Reality

Video Link: [https://youtu.be/IN1mWK\\_qbvM](https://youtu.be/IN1mWK_qbvM)

In this interactive webinar, [Grace Hawthorne](#) shared insights, ideas, and activities from her Stanford University d.school courses, as well as scientific research and entrepreneurial escapades to get you -- and your students! -- thinking productively about making possibilities a reality.

## How to Navigate Difficult Conversations With Your Kids

Video Link: <https://www.youtube.com/watch?v=zVmi2AFIqQ8&t=5s>

In this session, [Donald E. Grant, Jr.](#), PsyD, guided parents through navigating difficult conversations with their children and teens. Whether it's addressing sensitive topics like sex, gender, or peer relationships, Dr. Grant provided practical insights and tools to foster open communication and understanding within the family dynamic.

In addition to these focused community educational events, it is important to note that, as part of our partnership, District residents can access the full [The Parent Venture Video Library](#) for free and accessible at any time.

1.2, 1.5

## Vaccination & Health Screenings Programs

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

Strategic frameworks for Vaccination Clinics and Health Screenings have been developed as logic models and will be presented at the next Strategic Direction Committee in July. The three logic models include:

1. Childhood Immunizations Required for School Entry
2. Adult and Childhood Vaccinations
3. Health Screenings

To develop them, an extensive review of national, state and local data was conducted, combined with stakeholder meetings with community partners, including San Bruno Park School District, Samaritan House, and Bay Area Community Health Advisory Council. Key themes reveal the existence of systemic and logistical barriers as well as programmatic opportunities in reducing the burden of disease, morbidity, and mortality in the District community. **To view the latest and complete versions of the logic models, click [here](#).**

Below is an overview of key data and health outcomes from the logic models:

### **Logic Model #1: Childhood Immunizations for School Entry**

**Childhood immunization needs are a moving target.** At the start of every academic year, and even throughout the year with new student arrivals in the area, a new cohort of families faces numerous systems, coverage, and logistical barriers to meet school entry requirements.

Short-Term Health Outcomes and Measurement Tools:

1. Decreased vaccine hesitancy (survey)
2. Increased accessibility of information regarding vaccines and immunizations (survey).
3. Increased rates for key childhood immunizations\* required for school entry (School & Child Care Roster Lookup or SCCRL; California Immunization Registry or CAIR).

We are working with SBPSD, San Mateo County Health, and a to-be-determined vaccine administrator to bring this project to fruition.

### **Logic Model #2: Child and Adult Vaccinations**

Although San Mateo County is doing better for most vaccine-related indicators ([per San Mateo County All Together Better](#)) as compared to other CA Counties and the State, in some cases, there are higher ER and hospitalization rates among specific subgroups, such as by age, gender, and race/ethnicity.

For example, the **Age-Adjusted ER Rate due to Immunization-Preventable Pneumonia and Influenza** in SMC is higher (24.9/10,000) than the California value. As compared to the overall value in SMC, this rate is also significantly worse for persons ages 18-24 and 25-34, females, Hispanics, and those living in District zip codes 94401 (San Mateo) and 94066 (San Bruno).

The **Age-Adjusted Hospitalization Rate due to Immunization-Preventable Pneumonia and Influenza** in SMC is lower (1.5/10,000 persons) than the State and other CA counties. However, the older demographic has the highest rates of hospitalizations at 17.3 for 85+ and 4.6 for 65-84, particularly in certain District zip codes (94066, 94403, and 94401).

We are in the process of gathering Strategic Direction Oversight Committee feedback on the logic models, prioritizing how we are going to support adult and child vaccinations clinics, and exploring partnerships for key events or ongoing programs.

Short-Term Health Outcomes and Measurement Tools:

1. Decreased vaccine hesitancy (survey).
2. Increased accessibility to information regarding vaccines (survey).
3. Increased rates for prioritized\* vaccinations (CAIR, CADPH data).
4. Decreased hospitalization rate for immunization-preventable diseases (SMC, Hospital data).

### **Logic Model #3: Health Screenings**

The 2023 San Mateo County Community Health Assessment (CHA) and other County reports show various areas of concern, where targeted health screenings could facilitate greater awareness, access to preventive measures, and referrals to providers for follow-up care (if needed).

#### **Breast Cancer**

- Breast cancer incidence in San Mateo County (131.6/100,000 females) is higher than the U.S. (127) and State (121) values.
- 3.3% of women 45 years and older in SMC reported never having a breast cancer screening. The prior value was 1.7%. The Mid-County region has the highest rate of women never having a breast cancer screening (24.9%).
- There are 4 District zip codes with Mammography in the past two years for women ages 50-74 that fall in the 25-50% quartile (72.4 -74.9%): 94066, 94030, 94401, and 94403.

#### **Prostate Cancer**

- Prostate cancer incidence in SMC (97.2/100,000 males) is higher than the State value (95.4) but lower than the U.S. value (110.5). The rate is significantly higher for Black/African American (155.4) and White (110) populations. There is no zip code data available.
- The SMC Community Health Assessment does not report on prostate cancer screenings.

### **Colorectal Cancer (CRC)**

- Colorectal cancer incidence in SMC (29.4/100,000 population) is lower than U.S. (36.5), State (33.5), and California counties values. While there is no significant difference from the overall value, there are more cases for men than women, as well as higher observances among White, followed by Black/African American, Asian Pacific Islander, and Hispanic populations.
- 26% of Adults ages 45+ in SMC have never been screened for CRC. LGBTQ+ and Pacific Islander populations have a significant worse % as compared to the overall value. For this indicator, the Mid-County value is 23.4% and North County is 29.1%.

Short-Term Health Outcomes and Measurement Tools:

1. Increased accessibility of information regarding preventive health screenings (survey)
2. Increased screening rates for **\*\*prioritized\*\*** conditions/diseases
3. (Process outcome): Established referral pathway for follow-up care

The District is exploring partnerships with health providers and non-profits to advance screening efforts, for whom and where they are needed most in the District.

### **Collaboration to Promote Immunizations and Vaccinations**

#### **San Bruno Park School District**

As part of the strategic framework development for vaccinations, the SID has continued to meet with **San Mateo County Health's Immunization Manager, Veronica Landa**, for thought partnership in vaccination strategies and best practices.

To formalize discovery and drive towards a written plan for executing a **Childhood Vaccination clinic at San Bruno Park School District**, the SID wrote a proposal that has served as a foundation for collaborative discussions and group problem-solving and out-of-the-box thinking. For the working draft that outlines partners, roles, responsibilities, and next steps, click [here](#).

We are working to identify a date for a health fair/immunization clinic in September when there will be more District resources on-site. We also benefit from additional time to validate data from CAIR and SCRL databases and overcome barriers to accessing free vaccines for eligible children (i.e., those who are uninsured and those covered by Medi-Cal) through the Vaccines for Children (VFC) program.

#### **Samaritan House**

Since the last report, the SID met with Samaritan House's Medical Director Dr. Baldeep Singh and Isabelle Anderson, Director of Development, about their request for support for their Adult Vaccination Program for Pertussis (Tdap) and Pneumonia vaccines.

Samaritan House is confronting barriers to secure a supply of adult vaccines. In the past, Samaritan House has received vaccines from San Mateo County and/or other government entities; however, the 317 Program and Bridge Access Program (BAP) are under resourced and/or being phased out.

In June 2024, the District provided funding support that will help purchase vaccines to protect adult patients from contracting Pertussis (Tdap) and/or Pneumonia, which often have serious and even fatal consequences.

### Health Screening

The District participated in Bay Area Community Advisory Council (BACHAC's) Soul Stroll health event in San Mateo, which convened various community organizations to provide health education, resources, and health screenings (i.e., UCSF), including blood pressure and HbA1c, and health education. As a result of this event, the SID and Health & Fitness Center Director met with Peninsula Pharmacy Association to discuss the possibility of providing medication review for the Fall Prevention Steady Steps Program and participation in District-led events.

A partnership with College of San Mateo – School of Nursing is being formalized, in order to provide health screening opportunities for Health & Fitness members and the community. Community Liaison Nurse, Marivic Paraz-Lee, will oversee nursing students who will provide blood pressure screenings and glucose screenings beginning in the fall. As part of a contract, the District is also requesting their participation and support at District-led community events, where nursing students can provide community health education and support vaccination efforts.

Health screening efforts – focused on vision, hearing, diabetes, depression, and other areas, are also being offered in the District community through the Community Grants Program. Some grantees we would like to highlight include: Vista Center for the Blind and Visually Impaired, First 5 San Mateo, and Healthy Kids Foundation.

## 1.3

### Blue Zones

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

This quarter the District completed its first blue zone inspired lifestyle video series. The team created 25 workout routines and tutorials, which were then shared on different social media platforms, such as YouTube Shorts and Instagram Reels.

The videos encourage viewers to stay active and healthy, while also showcasing the activities and learning opportunities available at the fitness center.

Click any of the links below to join the fitness fun!

- Warm up Routine (Instagram Reel - 3:07)
- Warm Up Routine 1 (YouTube Shorts Reel - 0:24)
- Warm Up Routine 2 (YouTube Shorts Reel - 0:56)
- Warm Up Routine 3 (YouTube Shorts Reel - 0:57)
- Warm Up Routine 4 (YouTube Shorts Reel - 0:50)
- Warm Up Routine (YouTube Full version - 3:07)
- Quick Warm Up Routine (Instagram Reel - 1:11)
- Quick Warm Up Routine (YouTube Full Version - 1:00)
- Quick Warm Up Routine - Sit Down (Instagram Reel or YouTube Short)
- Quick Warm Up Routine 2 (Instagram or YouTube Short)
- Side by Side Workout Exercises (YouTube Short or Instagram)
- Side by Side Workout Exercises (YouTube Full Version - 1:00)
- Dumbbells Exercises (Instagram)
- Dumbbells Exercises (YouTube Shorts)
- Dumbbells Exercises (YouTube Full Version)
- Lower body exercises (Instagram or YouTube shorts)
- Lower body exercises 2 (Instagram or YouTube shorts)
- PHCD Fitness Script 2 for Instagram
- PHCD Fitness Script 2 for YouTube Short
- PHCD Fitness Script 2 for YouTube Short Part 1
- PHCD Fitness Script 2 for YouTube Short Part 2
- PHCD Fitness Script 2 for YouTube Short Part 3
- PHCD Fitness Script 2 for YouTube Short Part 4
- PHCD Fitness Script 1 for YouTube Full
- PHCD Fitness Script 1 for Instagram

## 1.4

## Substance Use

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

In addition to sponsoring another educational substance use webinar with Parent Venture, called "Safety First and Mental Health: Empowering Teens to Prevent Drug Use" (as shared in section 1.1), the SID shared data reports with the Youth Behavioral Health Program Manager (YBHPM) related to substance use in the District. This will enable the YBHPM to initiate outreach to the high school districts and community colleges in order to assess where strategic support is needed based on the identified gaps in the data. The goal is to build upon the existing substance use counseling services available at allcove San Mateo with targeted offsite support.

## 1.6

## Health &amp; Fitness Center

Increase visibility and membership to serve more of the community.

**Membership**

Since the last update, the Peninsula Health Care District Fitness Center has welcomed new members to its community and introduced exciting classes to its schedule. Membership has steadily increased, primarily driven by word-of-mouth referrals, NextDoor engagement, and the inclusion of insurance programs. Since the last update, the fitness center has gained approximately 30 new members, bringing the total to just under 240 members.

**Programming**

Adding value is crucial for retaining memberships at the fitness center. The introduction of new classes, programs, and services has fostered a strong community. Each of the past few months has featured a different theme. In April, the focus was on mental health, encouraging members to respond to daily prompts. In May, the emphasis shifted to increasing participation in fitness classes, coinciding with the addition of the newest yoga instructor, Caroline. She has been a wonderful addition to the team, and members love her engaging teaching style. Her classes have seen higher attendance, prompting consideration for adding another session in the future due to the positive response.

June was a big month for the fitness center. With the Steady Steps Fall Prevention program coming up, the Fitness Center Director held a 4-day Balance & Fall Prevention Workshop series that had at least 18 people in attendance each day. The workshop focused on 8 areas - balance, strength, mobility, flexibility, coordination, spatial awareness, functional ability, and cognition. These key areas will be an essential part of the upcoming fall prevention program, in which 18 members have expressed interest already.

A pop-up Chair Zumba class was added to the schedule in June and July and it, surprisingly, has been very popular. Each class has been attended by at least 18 people. The members have expressed a lot of positive feedback and hope to see the class on the schedule on a regular basis.



The Fitness Center is celebrating its 6th anniversary since the PHCD took ownership in 2018. To mark this milestone, special promotions are being offered for both new and existing members. The celebration includes exclusive discounts and a Members Appreciation Week full of new and exciting activities and classes like Chair Yoga, Guided Meditation, Tai Chi, Step into Dance, and more. Sign-ups for some of these new classes show promise that a future permanent class could be added to the schedule. 15 minute massages by our new massage therapist will also be provided as part of our June celebration activities. The event occurs 7/15-7/19 with food and drinks provided. Members and newcomers are encouraged to join in and be part of a thriving health and fitness community.



### Staffing

After months of searching for the ideal candidate, we are pleased to introduce Izabela Rapacz, who brings 20 years of experience in massage therapy. Previously with Google and an instructor for National Holistic Institute, she is well-versed in techniques such as Swedish, Thai, Deep Tissue, and more. The massage therapy program is set to begin in early August, providing valuable services to our members and residents of the Trousdale, while emphasizing community health.

### Partnerships

In recent months, PHCD and the Fitness Center have established partnerships with organizations that align with their vision. As mentioned in section 1.5, one such partnership is with the College of San Mateo's Nursing program. Beginning this fall, nursing students, supervised by their instructors, will provide weekly blood pressure checks for the

community at the fitness center. A contract for this collaboration is being finalized. This preventative health measure is aimed at promoting wellness and early detection of potential health issues amongst the community. This addition will also strengthen our stance to become a medically certified fitness facility. Another partnership has been established with a small organization called Home Safety. Representatives from Home Safety will conduct a workshop on home safety hazards, tailored specifically for our Fall Prevention Program.

### **Community Outreach**

As part of their outreach efforts, the PHCD Fitness Center was represented at both Soul Stroll and the San Mateo County Fair Senior Showcase. The San Mateo County Senior Showcase proved to be more successful, as its demographic aligned more closely with the Fitness Center's target audience. During these events, the Fitness Center staff engaged with attendees through discussion of the fitness center's offerings and distribution of promotional materials, effectively promoting physical activity and overall wellness.

Other marketing efforts are currently underway. Since March, the fitness center has gained a few sign-ups through newspaper advertisements. Additionally, flyers have been distributed in local libraries and coffee houses to increase visibility. To further expand its reach within the community, it is crucial for the fitness center to establish an online presence. Nextdoor, a social media platform for local communities, is ideal for this purpose. Before launching a business account on Nextdoor, strategic planning will be undertaken to effectively establish an online presence.

The expansion of services, classes, and programming at the fitness center reflects Peninsula Health Care District Health and Fitness Center's ongoing commitment to improving the well-being of the community. With the introduction of new partnerships, new programs, and onboarding instructors and experts, the fitness center is poised to offer even more comprehensive support for members' health and fitness journeys.

\*Read the Fitness Center's FY 2023-24 Quarter 3, by [clicking here](#).



## 2.1

## allcove™

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

This month, allcove San Mateo is excited to share with the Board the following updates on allcove™ San Mateo:

- Soft Opening Update
- Outreach Update
- Service Partners Development
- Electronic Health Record Change
- Youth Advisory Group Update
- Financial Sustainability

### Soft Opening Update

Since its launch in January 2024, PHCD's allcove Team has been actively engaged in outreach efforts to raise awareness among youth about this valuable community resource. As a result of the team's efforts, 86 youth received services or attended events in the past quarter. There have been a total of 106 service visits, 152 space usage visits, and 91 event-related visits.

To date, the allcove Team has organized 55 events at the center, including five successful collaborations with community partners. Notably, in June, the Center partnered with San Mateo High School's Bring Change to Mind Club to host a movie and game night at allcove, attended by 10 youth. The evening featured a tour of our facilities, highlighting the range of services available. Our largest collaborative effort was with Borel Middle School, where 25+ youth and 5+ parents participated in a scavenger hunt at the Center that ended with rewarding the top 7 youth with allcove merchandise and community service hours. With the success of the scavenger hunt, we aim to replicate this activity with all schools within our district.

Beyond educational collaborations with schools, we also partnered with local agencies to host events at allcove San Mateo, such as Kingdom Love for Mental Health First Aid, California Clubhouse for a Video Game Social, Peninsula Bridge for student TA orientations, Nueva High School for a Mental Health Club Field Trip, and Crystal Springs Uplands Middle School for a 7th-grade field trip.

These collaborations show our dedication to creating a supportive environment for youth mental health and well-being through strategic partnerships and community engagement.

### **Electronic Health Record System Change**

As the Center prepares to launch child psychiatry and adolescent medicine, it is updating its EHR system by moving from TheraNest to Athenahealth with a planned 'Go-Live' date of 08/01/24. This change will not only help with service integration (apart from services due to be offered by Stanford) but also raise the level of documentation, allow for better case collaboration, and provide a client portal. Our new EHR also features the capability to submit claims for reimbursement.

### **Outreach Update**

Outreach remains a top priority. Our primary outreach methods have been presentations, tabling, and handing out flyers in the community. Our presentation series included the following:

1. Crystal Springs Middle School 8th grade health classes
2. Aragon High School Assembly
3. Stanbridge Academy
4. City of San Carlos Youth Wellness Retreat
5. Gateway Center
6. Millbrae Library (x2)
7. Design Tech High School
8. Burlingame School Board Meeting
9. San Mateo County Contractors Meeting
10. San Mateo Adult School
11. Health & Soul Network Meeting
12. San Mateo County Network Meeting

We also provided tours to 217 folks in the community. 145 of whom were youth and 77 of whom were parents, school employees, and other interested community members.

At least once a week a Peer Specialist conducts outreach in the community by going to local malls, highly populated areas (downtown San Mateo, Burlingame Ave, etc.), and local places where youth hang out (recreation centers, libraries, etc.) To-date, the team has handed out a total of 2,973 flyers; not including email blasts and tabled at over 20 events, including at schools and in the community.

In addition, the center is now available to the community for hosting meetings. Every time we do this, we provide a tour and presentation to introduce newcomers to the services offered at allcove. This has been a valuable addition to our outreach efforts. We recently hosted elementary school wellness counselors from Foster City and San Mateo districts, giving them a tour of the space. We have already received referrals from these schools. Furthermore, we provided space for Peninsula Bridge for their orientation meeting for Student TAs.

### **Service Partners Development/Partners Development**

As a part of the allcove model integrity process, all service streams must be launched and in place prior to our grand opening. Over the past months, PHCD staff have been working toward finalizing physical health as the last service stream remaining. We are working with Stanford Children's Health on a contract to provide services. Our goal is to have the contract finalized by the end of the summer so that we can begin providing physical health services no later than this coming fall.

Outside of Stanford Children's Health we have also finalized agreements and onboarded staff from the following agencies:

1. Arts Unity Movement – to provide Art and Movement Therapy workshops at allcove. This month we launched our initial pilot workshop to gauge the interest. Only two youth attended, so we will hold off on a second workshop until the fall. In the fall we anticipate a higher usage of services and workshops due to school being back in session.
2. Medix – to provide a Psychiatric Nurse Practitioner. They were onboarded in June and are at the center 1 day a week for 6 hours.

### **Cross-Agency Collaborative Partnerships**

1. Jobs for Youth – to provide workshops for supported education and employment services. Including resume building, job application assistance, cover letter assistance, and more.
2. San Mateo High School's Bring Change to Mind Club – collaborative events at allcove (movie and game night). We are currently working on a back-to-school event for the fall.
3. SEWA Americorps – to provide mindfulness workshops, speaker series, and more.
4. The Parent Venture – to provide a speaker series at allcove through a hybrid offering.
5. Kingdom Love – to provide mental health first aid.

### **Financial Sustainability**

The team is actively working to start billing Medi-Cal for our services. Our Clinical Director is currently applying to bill for our mental health services, and we're on track to begin billing in January 2025. After setting this up, we'll look into billing for physical health services. We are also in the process of becoming established with Health Plan of San Mateo, which will provide more referrals for services.

Apart from billing for our clinicians and physicians, we've also started exploring billing for our specialty services, like group and peer support. Our peer support specialists need certification to bill for peer support. They must complete a certification course and pass the state's exam. Due to course logistics, only one Peer Support Specialist can take the course at a time. Currently, one specialist is certified, and our second specialist is in the course and should be certified in the next two months.

The team is also thrilled to announce that allcove San Mateo has been officially approved as a sole source contractor for youth mental health services from the San Mateo County Behavioral Health Recovery Services that will secure \$500,000 for the next three years.

## 2.2

## Youth Mental Health Program

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

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

PHCD continues its active participation in the Blueprint for School and Transition Age Youth Well Being Steering Committee (Mental Health Strategic Plan), collaborating with stakeholders such as SMCBHS and SMCOE. As the school year concludes, the workgroups have wrapped up their activities. During the last meeting, the focus was on reviewing the plan of action—a strategic document aimed at guiding initiatives and providing a holistic view of individual projects. This plan will play a crucial role in enhancing and sustaining the health and well-being of children and youth in San Mateo County.

Post-meeting, the County Office of Education is finalizing a dedicated position to oversee the plan of action. Once this transition is complete, the plan will be publicly rolled out, marking a significant step towards its implementation and community impact.

## 2.3

## Care Solace

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

Following the Board's May approval to renew Care Solace's agreement, PHCD has finalized the service contract. Preparations are now underway for the upcoming school year. PHCD and Care Solace are set to convene all school districts at the start of the academic term to provide an update on Care Solace's services and introduce new features, including the 'All in One EHR' system. This system offers school districts an optional pilot opportunity to navigate the implementation of Bill AB-2058.

AB-2058 addresses the funding gap for mental health services in schools by enabling Medi-Cal billing for services rendered on campus. Recognizing schools' uncertainty about how they leverage this new funding stream, Care Solace has enhanced their offerings to guide schools through the process. The 'All in One EHR' allows schools to input session notes, generating billing codes for service reimbursement. Care Solace will be responsible for facilitating claims submission, serving as an intermediary between schools and insurance providers.

During the initial kick-off meeting, school districts will have the chance to pilot the system, assessing its suitability and effectiveness for their needs. This initiative underscores our commitment to supporting schools in enhancing mental health services through innovative solutions and strategic partnerships.

## 2.4

## Mental Health Events

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

Throughout this last quarter the allcove PHCD team have attended many community events representing the District's newest program; allcove San Mateo. The team attended a total of 20 youth and/or mental health related events. These events provided our team with an opportunity to connect with the community and inform those attending of allcove as a new resource to youth and young adults. At each of these events we were able to provide folks with our flyers and brochures as resources, recommending that they come by the space for a tour if there's interest:



- Mercy High School's event on Safe Spaces
- City of San Carlos Youth Wellness Retreat
- Burlingame School District's Board Meeting
- Heart & Soul's Network Meeting
- CSM Health Fair
- San Mateo-Foster City School District's Community Resource Fair
- Aragon High School Summer Fair
- San Mateo Adult School's Resource Fair
- Oceana High School's Resource Fair
- Mercy Burlingame's Resource Fair
- Borel Middle Schools Open House
- Hillsdale Mall's Cinco de Mayo event
- Peninsula High Schools Opportunity Fair
- Edgewood's Summer Wellness Fair
- San Mateo County Fair's Pride Day
- Brain Health Conference
- Sequoia High School's Opportunity Fair
- StarVista's Mental Health Matters Walk
- City of San Carlos Pride in the Park
- Health Right 360's Showcasing our Community event

During the past quarter, allcove San Mateo has actively engaged the community through a diverse array of events. In addition to our participation in external events, we have consistently hosted a variety of activities at our center. These events are designed in collaboration with our Youth Advisory Group, ensuring they resonate with the interests and preferences of our young audience.



A highlight this quarter: our May Mindfulness Day featured workshops on mindfulness techniques, coping skills, and a self-care arts and crafts session. This event provided practical tools for youth to manage stress and enhance their well-being.

In partnership with Borel Middle School, we organized an event where Students had the opportunity to earn community service hours. Students participated in a guided tour of our center to learn about our services and experience allcove as a safe and welcoming space. A scavenger hunt further engaged them, reinforcing our mission and showcasing our resources. These events have significantly bolstered our outreach efforts and deepened our impact within the community.

## 2.5

### Youth Advisory Group

Diversify and increase membership

The recruitment process for the new allcove Youth Advisory Group (YAG) cohort has been completed. This year, we received a total of 37 applications for the 17 available spots on the YAG. Recruitment efforts lasted from March to May, followed by interviews conducted throughout June and July.

We are pleased to announce that the YAG will expand from 20 to 27 members this coming year. Seven youth are returning from last year's cohort, providing continuity and experience. Onboarding for new members is scheduled for July, with our inaugural meeting slated for August.

This expansion and retention of members reflect our commitment to fostering youth leadership and engagement within allcove, ensuring that our programs and services remain responsive and relevant to the needs of our community.



## 2.6

## Senior Mental Health

Research and assess senior mental health needs

The District continues to support senior mental health programs in the community through the Grant portfolio and Special Funding. Committed to supporting healthy aging, ongoing programs and services in partnership with our Community grantees include:

- The Charitable Care Program, Mission Hospice & Home Care
- Adult Day Care San Mateo and Memory Café, Catholic Charities CYO of the Archdiocese of San Francisco
- Adult Day Services - Peninsula Volunteers Inc.
- Center for Dementia Care - Jewish Family and Children's Services
- Healthy Generations (Expansion of HealthyKin - Serving Vulnerable Kinship and TAY Residents) - Edgewood Center for Children and Families
- Healthy Seniors at Home – Aging better in a caring “virtual village” community, Villages of San Mateo County
- Let the Sunshine In - Burlingame Parks & Recreation
- Bereavement Support, Grief Education, and Crisis Response – Kara
- Inspired Aging / The Buddy Connection, Foster City Village, Inc.
- San Mateo Age-Friendly Coalition, led by San Mateo County Aging Commissioner Monika Le

During this period, the District has also been a participant and sponsor of community events focused on Senior Mental Health and Brain Health, such as:

- The Human Brain: A Holistic Approach to Brain Health District Conference, The Rotary Club of Belmont and Redwood Shores
- Rotary Better Together Multi-District Conference, Rotary District 5150

To prepare older adults and seniors in the face of a natural disaster and emergency, the District is working with the Central County Fire Department to offer an interactive, emergency preparedness workshop at The Trousdale that will be open to its residents and Health & Fitness Center members. The intention is to raise awareness of life-saving precautions and encourage the development of safety plans with community networks and resources.

## 3.1

## Dental Health

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

This quarter, Sonrisas successfully expanded its current subcontract with San Mateo Medical Center and will now receive FQHC reimbursement rates for its pediatric patients.

Sonrisas continues to pursue pathways to become an FQHC in order to increase reimbursement rates for all of their patients. Although the pathway of merging with an existing FQHC, such as Ravenswood Family Health Center, is still up for consideration, the most viable pathway to increase reimbursement rates in the near future for Sonrisas's long-term financial sustainability is to become a sub-recipient of an existing FQHC.

## 3.2

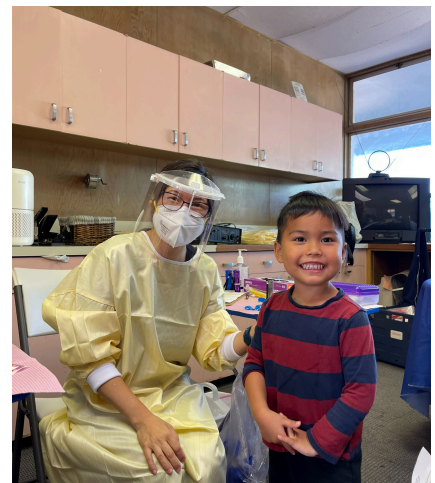
## Dental Health

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

In March through June, Sonrisas held several community outreach events for screenings and education. The outreach team served 376 children in the Peninsula Health Care District.

- March
  - San Mateo Park Elementary, School Screenings (Grades TK, K, 1st), 83 children
  - Fiesta Gardens International, School Screenings (Grades TK, K, 1st), 131 children
  - San Mateo-Foster City School District Resource Fair, School Screening, 66 children
- April
  - Belle Air Preschool, School Screenings (Preschool), 60 children
- May
  - Allen Preschool, School Screenings (Preschool), 36 children

\*Read Sonrisas FY 2023-24 Quarter 3, by [clicking here](#).



## 4.1

## Peninsula Wellness Community

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

The District is prepared to gather feedback from the PWC Advisory Committee regarding the scope of services for seniors as outlined in the master plan. To assist with this, Mission Met has been engaged to facilitate advisory committee workshops, surveys, and interviews to further develop the services available for senior connection.

These sessions will be scheduled throughout August.

## 4.2

## Grants Program

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

### Community Grants Program – 2025 Grant Cycle Preparation

We are gearing up for the 2025 grant cycle, and can share important milestones to date:

- Focus areas, priorities, and schedule have been approved by the CHI Committee Chair and Co-Chair and will be presented at the first Committee meeting on July 15.
- Preparation for [Informational sessions with Community](#) to be held on July 24 and 31, 2024 to provide an overview of the Community Grants Program, grant focus area(s), priorities, eligibility guidelines, and selection criteria. At this time, we have 46 pre-registered organizations for these informational session.
- Extended outreach to returning and new organizations undertaken via direct email communication, social media, website, and non-profit network agencies, such as Idealist.org.
- Identification of core metrics through research and stakeholder sessions continues. The preliminary list will be refined and implemented in time for the end of year grant report.
- Updating and preparation of the 2025 Grants platform is in progress and will be ready for launch on August 7, 2024.
- The 2025 Grant Cycle schedule is below:
  - Letter of Interest posted -- Wednesday, August 7, 2024
  - Letters of Interest due -- Wednesday, August 21, 2024 by 5:00 pm
  - Full Grant applications due -- Monday, October 28, 2024 by 5:00 pm
  - Committee grant review -- Monday, November 18, 2024
  - Board of Directors approval -- Thursday, December 12, 2024

## Sponsorships

Below is a list of sponsorships for this period, where we had PHCD Board and Staff in-person participation, informational tables, and ad placements.

Date	Organization	Event	Strategic Alignments
April 11, 2024	College San Mateo	President's Advisory Council Dinner	Mental Health (Youth)
May 2, 2024	AbilityPath	Power of Possibilities	Mental Health, Health Equity
May 10, 2024	The Rotary Club of Belmont and Redwood Shores	The Human Brain: A Holistic Approach to Brain Health	Mental Health, Healthy Aging
May 17, 2024	Rotary District 5150	Rotary Better Together Multi-District Conference	Mental Health, Healthy Aging
May 18, 2024	StarVista	Mental Health Matters Annual Walk	Mental Health

### 4.3

## The Trousdale Assisted Living

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

The Trousdale guided 142 tours from March 2024 to June 2024 and received 74 leads from our latest round of marketing ads. Those efforts in combination with the monthly social events helped increase our occupancy rate from 92.7% to 93.2%. A list of events are listed below.

#### March 2024

- Lunch & Learn
- San Mateo Daily Journal Senior Showcase

#### April 2024

- Lunch & Learn

#### May 2024

- Lunch & Learn
- Parkinsons Event - Moving Day

#### June 2024

- Lunch & Learn
- Alzheimers Educational Seminar (in partnership with the Alzheimers Association)

Read the Trousdale's FY2023-24 Quarter 3 report, by [clicking here](#).

# Events, Announcements & Recommended Reading

## Events & Announcements

### TAY Summit

8/1, 9:00am-3:30pm, San Mateo County Office of Education

### Good for Media Event

8/16, 3:30pm-6:30pm, allcove San Mateo

### Burlingame on the Avenue

8/17 - 8/18, 10:00am-6:00pm, Burlingame Avenue

### Peninsula Bridge’s Personal Growth Night (allcove is going to be presenting on coping skills)

8/27, 5:30pm-8:15pm, location TBD

### CSDA Annual Conference

9/9-9/12, Indian Wells, CA

### ACHD Annual Conference

9/25-9/27, Sacramento RiverFront

### Sutter’s 21st Annual Women’s Health Luncheon

9/19, 11:00am-2:00pm, Kohl Mansion, Burlingame, CA

**allcove events calendar**

July 2024

tues 2	painting at the cove 4pm - 6pm
fri 5, 19	game night 4:30pm - 6:30pm
tues 9	art and movement workshop 4:30pm - 6:30pm
fri 12, 26	movie night 3:30pm - 6:30pm
mon 15	resume workshop 4pm - 5pm
tues 16	friendship bracelet making 4pm - 5pm
mon 22	summer pop-up flea market 1pm - 4pm queer sphere 5pm - 6:30pm
tues 30	mindfulness workshop 4pm - 5pm

for more information: [allcove.org/san-mateo](https://allcove.org/san-mateo)  
2600 S El Camino Real Suite 300 San Mateo, CA 94403

summer pop-up flea market

Don't miss out on this opportunity to support small businesses and connect with your community. Mark your calendars and join us for a day of fun, shopping, food and surprises at allcove San Mateo!

**monday july 22nd**  
1pm - 4pm  
2600 S El Camino Real Suite 300 San Mateo, CA 94403

Check out for more: [@allcovesanmateo](https://allcovesanmateo) | [allcove.org/san-mateo](https://allcove.org/san-mateo)

## Recommended Reading

Please note that any of the documents provided via the links below can be made available to the Board via hardcopy. Please request from staff.