

**MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, FEBRUARY 24, 2022**
Per Resolution 2022-02, this meeting was held via Zoom teleconference

<u>Directors Present</u>	<u>Directors Absent</u>	<u>Also Present</u>
Chair Cappel Vice-Chair Galligan Director Navarro Director Zell Director Pagliaro		CEO Fama Mr. Hudak, Legal Counsel PHCD STAFF

1. Call to Order

Chair Cappel called the meeting to order at 6:35PM. Roll call attendance was taken. A quorum was present.

2. Consent Calendar

Motion: To approve items 2A-2E of the consent calendar.
By: Galligan
Seconded by: Navarro:

Chair Cappel asked if there was any public comment on this agenda item. There was none.

Vote: Ayes – Cappel, Galligan, Navarro, Zell Pagliaro
 Noes --0
 Abstain –0
Motion Passed: 5-0

3. Public Comment/Non-Agenda Items

Chair Cappel asked if there was any public comment on non-agenda items. One public comment.

Michael Schrader: A board a resolution was passed by Sequoia Healthcare District regarding the closure of Sutter’s Mickelson pool, and both Assemblymember Kevin Mullin and Senator Josh Becker supported opening the pool. He thanked the Board for all their efforts and resources provided throughout the process of trying to re-open Sutter’s Mickelson Therapy pool.

4. Report out on Closed Session 2/24/22

Chair Cappel: Discussion continued on finalizing the concept plan to initiate discussions with the City.

5. A. allcove™ San Mateo Monthly Board Update - Eddie Flores, Director of Youth Behavioral Health

Discussions were held with DES Architects regarding revisions to its fee schedule structure and options on build out of the leased space at 2600 ECR in San Mateo. The Board’s Property Oversight committee was kept informed. The revised plan will be presented at the next board meeting.

Director Pagliaro reported on his tour of the 2600 El Camino space and reiterated his concern about building out the entire 8200sf at this time.

No action required.

5.B Developing PHCD's Boundary-Confirming Shapefile Report in Compliance with County's Requirement Due April 18, 2022: CEO Fama

The letter from Mark Church on Verification of Jurisdiction Boundaries requirement was included in the Board materials. PHCD must file a report in the GIS Shapefile format. Getting no response from Redistricting Partners to do this, she engaged the help of Hanson Bridgett law firm who has worked with Redistricting Partners in San Mateo County. She introduced Simran Mahal from that firm who addressed the process which overlays PHCD's boundaries, the tax area districts, and parcel maps to identify where there is not alignment and propose minor changes to achieve alignment. She estimated the total cost to PHCD for Redistricting Partners and Hansen Bridgett's services would range between \$2000-\$10,000.

Chair Cappel asked if there will be a lot of parcels affected and Ms. Mahal responded since PHCD's boundaries have not change, they anticipate few realignments will be needed.

Chair Cappel asked if there was any public comment on this agenda item. There was none.

No action required.

6A. Request to Give CEO Authorization to Select a Vendor and Proceed with Installing Emergency Lights in All Resident Units at The Trousdale- CEO Fama:

During the prolonged PG&E power outage in December, The Trousdale was without power for nearly 20 hours. In an outage, the backup generator keeps the first-floor public areas, elevator, and all resident hallways lit. However, the individual resident units and public restrooms on the first floor are not. The Trousdale was built to state licensing and city codes, however, completely dark apartments raised safety concerns for staff and residents. PHCD Property Manager Barsi obtained bids to install emergency lights in all resident units.

The proposal was presented to and is recommended by the Property Oversight Committee to proceed with installing safety lights in every unit and the public restrooms on the first floor.

Director Pagliaro expressed concern, stated this is an emergency issue, and recommended the Board authorize the CEO to proceed with correcting this safety issue, to get competitive bids and select a vendor to install emergency lights in all resident units and public restrooms on the first floor for an amount not to exceed \$220k.

Director Navarro recommended getting a bid from Tesla to install a Tesla power wall and solar on the roof.

Chair Cappel asked if there was any public comment on this agenda item.

Michael Schrader said he is a retired electrician and suggested emergency backup battery lights would be a more cost-effective solution.

Motion: To authorize CEO to get more information on alternatives and then select the vendor to install emergency lights in all resident units for a cost not to exceed \$200k.

By: Pagliaro:

Seconded by Zell:

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

Noes --

Abstain –

Motion Passed 5/0/0

6B. Proposed Updates to PHCD's COVID 19 Vaccination & Face Masking Policy Approved

9/30/21: CEO Fama

Proposed updates included:

1. Face masks will be mandated for ~~all everyone~~ non-vaccinated individuals, 2 years and older, entering a PHCD worksite. This includes the lobby, hallways, elevator, and restrooms at the PHCD medical office building at 1740 Marco Polo Way.
2. For all vaccinated individuals, indoor masking mandates will follow any state or licensing requirements for the given service provided at that facility. In the absence of any such requirements, the decision to mandate masks will be left to the discretion of the program operator at each PHCD worksite.

Discussion engaged all Directors and addressed possibility of not enforcing a masking policy and allowing each program director to enforce their own masking policy. [The Trousdale, Health & Fitness Center, Sonrisas Dental Health.]; eliminating the mask policy and following the direction of the San Mateo County Health Officer and allowing program directors to follow the appropriate medical and county health official rules. The board agreed to continue with the masking policy that was originally approved in September 2021 and make one edit to the last sentence of the policy: **“In the absence of any set State or County requirements, the decision to mandate masks will be left to the decision of the Board.**

Chair Cappel asked if there was any public comment on this agenda item.

JoAnn S. (Fitness Center member) “I understand why some members want to wear their mask in the Fitness Center, but I feel we should be given the option. When I am on the treadmill, I need to lower it to take a good breath and it’s very uncomfortable while exercising. Giving us the option would be the best way to go.”

Shirley W. (Fitness Center member) “I have no problem with wearing a mask whether I am exercising or not but feel we should all have the option.”

John C. (Fitness Center member) “We are all vaccinated at the Fitness Center and staff has record of that so I don’t feel there is a reason we should continue to wear the masks while exercising.”

Marilyn H. (Fitness Center member) “Please consider the amended mask policy. All the members have been vaccinated, if not boosted. Many of the members are elderly, they wear glasses and cannot see when their glasses steam up and their hearing aids do not stay in place so they cannot hear either. The Fitness Center is always exceptionally clean, the members are very conscientious about cleaning their own machines before and after use, and they will continue to do so.”

Motion: Accept the proposed revisions of the policy and reword the last sentence to read: “In the absence of any set State or County requirements, the decision to mandate masks will be left to the decision of the Board.

By: Cappel

Seconded By: Galligan

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

Noes --0

Abstain –0

Motion Passed 5/0/0

6C. Board Resolution 2022-03 Authorizing Remote Teleconferencing Through March 2022: Counsel Hudak

presented the Board Resolution 2022-03 to continue remote teleconferencing for all Board meetings through March 2022.

Chair Cappel asked if there was any public comment on this agenda item. There was none.

Motion To approve board resolution 2022-03:

By: Pagliaro

Seconded by: Galligan

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

Noes –0

Abstain-0

6D. Recommendation to Appoint Dennis Kneepel, RN, FACHE, COO/CNE, Kaiser Permanente Medical Center, SSF to Replace PHCD's CEO on the Sonrisas Dental Health Board: Director Galligan

Dennis Kneepel, a San Mateo resident with over 35 years of healthcare leadership and community service experience was recommended to be appointed to serve on the SDH board. He would replace the PHCD appointed seat currently held by CEO Fama.

Motion: To appoint Dennis Kneepel to serve on the Sonrisas Dental Health Board.

By: Galligan

Seconded by: Cappel

Vote:

Ayes – Cappel, Galligan, Navarro, Zell, Pagliaro

Noes --0

Abstain --0

Motion Passed: 5/0/0

6E. Approval to allow the Red Cross to use the District classroom as an administrative emergency disaster location in the event of a disaster while their 1710 Trousdale location is undergoing remodeling from now to May 1, 2022- Ms. Arevalo, Business Operations Manager

The Red Cross approached the District about the possibility of using PHCD's classroom as an emergency disaster location while their 1710 Trousdale office undergoes a remodel/expansion. The space would be used for administrative services only, for only a few days at a time, and only in the event of a disaster. **Counsel Hudak** reported he put together an agreement that did not include any fee as it would fall under community service. He also confirmed no additional insurance is needed by the District as the space would be utilize for administrative functions only.

Motion To allow the Red Cross staff from 1710 Trousdale to utilize the District classroom as a temporarily emergency disaster location for administrative staff, in the event of a disaster through May 1, 2022, while their facility undergoes remodeling.

By: Pagliaro:

Seconded by: Navarro:

Vote:

Ayes – Cappel, Galligan, Navarro, Zell, Pagliaro

Noes –0

Abstain- **Motion passed 5/0/0**

7. BOARD REPORTS

Chair Cappel: The single payer legislative proposal before the State Assembly failed to

pass, therefore, the public request of the PHCD Board to pass a resolution of support is no longer relevant.

Director Pagliaro: The Trousdale construction issues continue such as buckling of exterior wood ProdeMa panels on the west side, leaks in garage after major rainfall, and a hot water heater that needs replacing. A meeting with the General Contractor needs to be scheduled for follow up and resolution.

Director Zell: Attended the ACHD board meeting in Sacramento, as he serves as an elected member of that board. Long-term planning for the organization was a key issue.

8. MANAGEMENT REPORTS

CEO Fama:

- Actively recruiting new members for Board's Strategic and Finance committees.
- The Trousdale's Director Sylvia Chu continues to do exceptional work as evidenced by recently getting a "fully compliant" report based on an unannounced visit by a senior VP for the State's Occupational Health Department and no Covid-related resident deaths throughout the pandemic.
- Sonrisas Dental Health received a \$10k donation to fund school screening programs in San Bruno and \$240k grant from Sequoia Healthcare District that covers 80% of the uncompensated care for its residents receiving care at the San Mateo Center.
- Reminded Board form 700's are due by April 1st. They can go on line and file or drop a hard copy off at the office and staff will ensure delivery by deadline.

Michelle Marheineke: There has been an increase in referrals from members and requests for tours of the Health & Fitness Center helped by word of mouth promotion from MPMC cardiac rehab participants.

Stephanie Arevalo-Rodriguez: Two social media campaigns happening in March - Colon Cancer awareness and Women's history month. A website revamp will also begin in March.

Ann Wasson: Reported a minimal amount has been spent to date for the Covid Fund approved by the Board at the last meeting.

Eddie Flores: Since Jackie Almes, PHCD's new Youth Advisory Group Specialist started, more PHCD outreach opportunities are occurring to do presentations and gain seats at the table of county activities to promote allcove.

9. ADJOURN

Motion: To adjourn the meeting at 8:00PM

By: Chair Cappel

The next regular meeting of the Board of Directors is scheduled for 6:30 PM, Thursday, March 24, 2022

Respectfully Submitted,

Stephanie Arevalo-Rodriguez, Business Operations Manager

STATUS OF CURRENT YEAR TAX REVENUES

Total As Of <u>2/28/22</u>	Estimated FY 21-22 Tax Revenue
<u>\$ 4,953,265</u>	<u>\$ 7,500,000</u>

Board Designated Invested Funds

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis		Market Value
			<u>1/31/2022</u>	<u>2/28/2022</u>	<u>2/28/2022</u>
Torrey Pines - 3yr CD (mature 1/31/24)	0.450%		3,130,839	3,130,839	3,130,839
Fiduciary Trust	*	2,881	1,637,908	1,639,003	1,641,980
City National Bank	*	18,698	22,493,398	22,485,646	22,041,407
Local Agency Investment Fund	0.206%		5,740,902	5,740,902	5,740,902
San Mateo County Pool Investment	0.867%		<u>3,521,680</u>	<u>3,521,680</u>	<u>3,521,680</u>
			<u>36,524,727</u>	<u>36,518,070</u>	<u>36,076,808</u>

* Yield to maturity

**Peninsula Health Care District
Checking Transactions
February-22**

Date	Description	Deposit	Withdraw
Admin			
2/1/2022	Allied Administrators for Delta Dental		1,588.53
2/1/2022	Ann Wasson		168.72
2/1/2022	Iron Mountain		438.22
2/1/2022	U. S. Bank Equipment Finance		254.22
2/1/2022	Vickie Yee		76.86
2/1/2022	CalPERS Pension		90.00
2/1/2022	CalPERS Pension		4,968.67
2/2/2022	County of San Mateo, CA	672,487.74	
2/4/2022	Comcast		346.84
2/4/2022	Eide Bailly		12,500.00
2/4/2022	Millbrae Education Foundation		1,000.00
2/4/2022	Mills High School		500.00
2/4/2022	Recology		78.13
2/4/2022	Well Connected Office		2,899.64
2/4/2022	FSA Payment		2,169.00
2/7/2022	Cardmember Service		1,843.57
2/9/2022	FSA Payment		35.00
2/10/2022	Paychex		670.21
2/10/2022	FSA Payment		164.49
2/11/2022	California Public Employees Retirement		13,555.33
2/11/2022	Paychex		85.00
2/14/2022	Best Best & Krieger, LLP		442.00
2/14/2022	County School Service Fund		61,143.57
2/14/2022	Peninsula Volunteers, Inc		2,080.00
2/14/2022	PG&E		460.68
2/14/2022	UNUM Life Insurance Company of America		225.26
2/14/2022	Western Allied Mechanical, Inc.		576.00
2/15/2022	Workers Compensation Insurance Payroll		236.33
2/15/2022	Paychex Payroll 02/15/22		32,058.56
2/15/2022	Payroll Taxes 2/15/22		17,797.29
2/16/2022	CalPERS Pension		6,097.05
2/16/2022	FSA Repayment	90.57	
2/17/2022	Paychex		115.50
2/18/2022	KBA Document Solutions, LLC		115.92
2/25/2022	Business Card		249.13
2/25/2022	Comcast		357.02
2/25/2022	Diligent Corporation		3,500.00
2/25/2022	Mark D. Hudak		3,330.00
2/25/2022	Oropeza's Landscaping & Maintenance		450.00
2/25/2022	Paychex Payroll 02/28/22		27,723.10
2/28/2022	Workers Compensation Insurance Payroll		206.87
2/28/2022	Payroll Taxes 2/28/22		15,508.84
2/28/2022	County of San Mateo, CA	22,777.05	
		695,355.36	216,105.55
Health Fitness			
2/4/2022	J & E Pro Cleaning and Handy Services		2,300.00
2/4/2022	Joan Sanchez		320.00
2/4/2022	Recology		168.64

Date	Description	Deposit	Withdraw
2/4/2022	U. S. Bank Equipment Finance		82.28
2/4/2022	Well Connected Office		200.60
2/7/2022	Cardmember Service		420.29
2/11/2022	Mindbody Merchant Processing		349.31
2/14/2022	AT&T		225.91
2/14/2022	Crothall Laundry Services Inc.		514.93
2/14/2022	KBA Document Solutions, LLC		20.65
2/14/2022	PG&E		760.63
2/25/2022	Bay Alarm		403.20
2/25/2022	U. S. Bank Equipment Finance		82.28
2/28/2022	Health and Fitness Member Deposit February 2022	8,807.12	
		8,807.12	5,848.72

Leasing

2/1/2022	AT&T		192.60
2/1/2022	J & E Pro Cleaning and Handy Services		3,891.68
2/1/2022	PG&E		1,964.98
2/1/2022	Ralph Barsi		2,000.00
2/1/2022	Western Allied Mechanical, Inc.		970.50
2/4/2022	Houn Young Kim, DDS	1,957.00	
2/4/2022	Doherty Realty Co.	1,666.88	
2/4/2022	Patricia Dugoni, CPA	2,400.00	
2/4/2022	Ability Path	6,628.00	
2/4/2022	Ross Williams, DDS	2,022.52	
2/4/2022	One Life Counseling Service	1,300.00	
2/4/2022	April Lee, DDS	2,719.14	
2/4/2022	Preferred Prosthetics Inc.	2,716.17	
2/4/2022	Zoya Galant, DDS	2,333.61	
2/18/2022	Recology		337.30
2/18/2022	Recology		544.50
2/18/2022	Western Allied Mechanical, Inc.		1,278.00
2/18/2022	Western Allied Mechanical, Inc.		0.00
2/25/2022	Backflow Prevention Specialists, Inc.		336.00
2/25/2022	Oropeza's Landscaping & Maintenance		480.00
		23,743.32	11,995.56

PWC

2/14/2022	Economic & Planning Systems, Inc.		1,750.00
		0.00	1,750.00

Trousdale

2/1/2022	Eskaton Properties Inc		483,732.61
2/1/2022	Heartland Merchant Account		729.38
2/2/2022	Trousdale Tenant Deposit	21,273.74	
2/3/2022	Trousdale Tenant Deposit	13.62	
2/4/2022	Eskaton Properties Inc		38,399.29
2/14/2022	Trousdale Tenant Deposit	115,908.34	
2/15/2022	Trousdale Tenant Deposit	5,000.00	
2/18/2022	Eskaton Properties Inc		420,380.21
2/22/2022	Trousdale Tenant Deposit	84,401.11	
2/22/2022	Trousdale Tenant Deposit	556,281.35	
2/25/2022	Eskaton Properties Inc		30,027.34
2/25/2022	Trousdale Tenant Deposit	13,929.60	
		796,807.76	973,268.83



FINANCE COMMITTEE MEETING

Minutes

January 11, 2022

1. **Call to Order:** Meeting was called to order by **CFO Yee** at 2:13 pm.
2. **Roll Call:** Present via Zoom: Member Sun, Member Seto, CEO Fama, CFO Yee. Absent: Chair Zell, Director Galligan, Member Hearle.

3. **Approval of Minutes: September 14, 2021, & November 16, 2021**

There was one change made by **Member Sun** on the September 14, 2021 minutes on Page 3. In the first sentence of the last paragraph, an edit was made to say, "Member Seto asked for clarification on two items, the unrealized loss on the investment accounts and the fair market value for the use of the facility."

It was moved by Member Seto and seconded by Member Sun to approve the September 14, 2021 minutes as revised. Roll call vote: Member Seto – Aye; Member Sun - Aye; CEO Fama – Aye; CFO Yee – Aye. The motion passed 4/0/0.

There were no changes made to the November 16, 2021 minutes.

It was moved by Member Sun and seconded by Member Seto to approve the November 16, 2021 minutes as written. Roll call vote: Member Seto – Aye; Member Sun - Aye; CEO Fama – Aye; CFO Yee – Aye. The motion passed 4/0/0.

4. **CSDA COVID Grant Update** – CFO Yee

In October, the District applied for a CSDA (California Special District Association) COVID relief grant available to Independent Special Districts. As a result, the District was awarded \$817K, the highest in the County.

There were two ways to qualify – either a loss in revenue in FY 21 compared to a base year FY 19 or unanticipated costs due to the pandemic from March 2020 to June 2021. The District qualified for the latter. There was \$100M available and would be distributed according to the prorated share of all qualifying Districts. In the past year and a half, the District had provided \$3M to the County for an Alternative Care Facility, \$600K in COVID Relief grants, and purchased PPEs for the community; and therefore was able to substantiate a \$4.1M of unanticipated COVID related cost for the grant application.

The Committee appreciated the update and expressed gratitude for the work by management to obtain this grant.

Chair Zell joined the meeting at 2:30 pm.

5. Finance Committee Charge and Members Annual Review

CFO Yee presented an updated version of the Finance Committee Charge for review. Changes proposed were to better reflect the duties of the Committee and increase the number of public members from 3 to 5. The Committee discussed staggering the member terms. Both Member Seto and Member Sun agreed to be part of the Committee for another three years.

It was moved by CEO Fama and seconded by Member Seto to approve the edits to the Committee Charge and to reappoint Member Sun and Member Seto to another 3-year term. Roll call vote: Director Zell – Aye; Member Seto – Aye; Member Sun - Aye; CEO Fama – Aye; CFO Yee – Aye. The motion passed 5/0/0.

6. Recent Bank Incident

PHCD experienced a fraudulent attempt to wire a significant amount out of the administrative account but was caught within 2 hours of the transfer notice. The bank was notified, and the full amount was retrieved back into the account. John Delaney, the bank's regional Sr. VP, attended the meeting and addressed the issue. Additional processes, checks & balances, and training have been implemented at the bank to prevent future fraudulent incidents. The District thoroughly assessed security measures in place to identify any breach of internal controls and/or security systems. There was no PHCD breach, and the cybersecurity assessment did not identify any breakdown or irregular activity. As a precaution, multifactor authentication will be added to all District emails.

Due to the attempted bank fraud incident, the District has opened 12 new bank accounts (6 primary + 6 shadow) to replace the existing ones. New checks and endorsement stamps have been received and are currently being used for daily transactions. The old accounts will be closed once all the outstanding checks have been cleared and ACH information has been updated with the District's banks, vendors, and depositors. All security features such as Positive Pay, authorized signers, and online login authorizations remained the same.

Chair Zell asked if there is a way to restrict the accounts to prevent international wires. **Mr. Delaney** replied that he would need to find out and get back to Chair Zell. **Member Sun** asked if there is a hold on the account when account information is changed. **Mr. Delaney** replied, no, but that is a great feature that he will inquire on. **Chair Zell** suggested that the District hire an IT consultant to look at email security and get additional staff training. **CEO Fama** asked Mr. Delaney for a list of changes made to their processes and procedures to prevent future fraudulent attempts.

The Committee had a robust discussion and concluded that they had lost confidence in the bank and instructed management to search for a new financial institution to replace Boston Private. Qualifying criteria will include being a local branch, online banking capabilities, positive pay services, remote deposit machines, dedicated account representatives, and fraud prevention measures. **Member Seto** and **Member Sun** will provide some recommendations.

All other items on the agenda were tabled to the next meeting.

7. Future agenda

Bank recommendation to replace Boston Private

Q2 Consolidated Financials

Internal Control Policy Annual Review

Follow up on The Trousdale analysis on reducing room rate and incremental cost

Further projects/programs in the northern part of the District

Adjournment: Chair Zell Adjourned the meeting at 3:40 pm.

Written by Vickie Yee, CFO

Approved by Committee on March 8, 2022



DATE: March 15, 2022

TO: PHCD Board of Directors

FROM: Vickie Yee, CFO

SUBJECT: Approval of revised Internal Control Policy

Attached is the revised Internal Control Policy for Board approval. The Finance Committee reviewed the attached updated Internal Control Policy on March 8, 2022.

The updates are to clarify or provide more detail of the responsibility of the Committee. One notable change is the addition of a second signer for all outgoing wires to enhance security.

The changes did not diminish any existing controls, such as the separation of duties and the safeguard of assets.

The Finance Committee recommends Board approval of the revised Internal Control Policy as presented.

ACTION REQUESTED: Approval of revised Internal Control Policy



Board Policy

Internal Controls Over

Accounting Transactions

DISBURSEMENTS

Risk: Unauthorized Disbursements

Errors in Recording Transactions

CONTROLS:

Physical Checks

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

Issuance of Checks

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



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

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

- Executive Assistant mails check to vendors.

Note:

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

Wire Transfers

- Bank wires require TWO Authorized Individuals to approve
- Authorized individuals include the Board Chair, Finance Committee Chair, and CEO

Bank Reconciliation

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



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

Internal Review

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

CASH RECEIPTS

Risk: *Misappropriation
Errors in Recording Transactions*

CONTROLS:

Receipt and Deposit of Checks

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

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

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

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



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

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

Internal Review:

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

Deposits received automatically:

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

PAYROLL

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

CONTROLS:

Hiring

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



Timesheets

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

Preparation of Payroll

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

Approval of Payroll

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

Recording of Payroll in Financials

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

JOURNAL ENTRIES



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

CONTROLS:

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

FIXED ASSETS

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

CONTROLS:

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

FINANCIAL STATEMENTS

Risk: *Errors in Recording Transactions*

CONTROLS:

Financial Statement Preparation: CFO prepares Financial Statements.

Internal Review

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



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

FINANCIAL AUDITS

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

Revised February 11, 2019

Revised January 28, 2021

Revised March XX, 2022



January 28, 2022

Price Confirmation

Ralph Barsi

Re: 1600 Trousdale Emergency Lights

Dear Ralph

Per your request, Young Communications submits the following bid for your review and consideration.

Scope of Work

Provide and install (128) EM "bug eye" lights with EM ballasts (see attached cutsheets).
Cut in new fixtures and tie into existing power above ceilings in each apartment.
Layout each room and get approval from Ador before installation.

Exclusions

- Overtime
- Cutting, Patching, Painting



General Terms and Conditions

- This bid is based upon the attached scope of work only. Any additional requests will be considered above and beyond this set scope of work.
- This bid is based upon free and clear access. No conduit, wire molding, or power poles included. If access is denied alternative solutions will be recommended and re-calculated via a change order for customer approval.
- This bid is based upon normal business hours of 7:00am to 5:00pm Monday through Friday except weekends and holidays. If overtime is required per customer's request or if the customer requires weekend work, a change order will be documented for additional charges and customer approval in advance.
- This work will meet and or exceed all Local City, county, and state NEC, NFPA, UL, OSHA, ANSI, rules, regulations, and standards.



Project Totals

Total Price **Not to Exceed \$170,000.00**

I, the undersigned, have read this quotation and agree to the terms and conditions contained herein. My signature and purchase order number below will authorize Young Communications to proceed for the price indicated above.

Name: _____

Date: _____

Signature: _____

P.O. No: _____

We at Young Communications appreciate the opportunity to be of service for your company and look forward to working with you to provide the best solution possible for your network's cabling needs. Please contact us if you have any questions or concerns at 415-648-3355.

Sincerely,
Len Beatie
Vice President
Young Electric + Communications
415.648.3355
lenb@youngelec.com



DATE: March 16, 2022

TO: PHCD Board of Directors

FROM: Lawrence Cappel, Strategic Directions Committee Chair

SUBJECT: SF Hep B Free – One-Year Grant Extension

The District's 2019-2022 Strategic Plan has as a goal to *“achieve measurable improvements in health outcomes through multi-year special initiative funding”* and specifically identifies Hepatitis B and related liver disease as areas of focus.

At its June 2020 meeting, the District Board of Directors approved a 3-year service agreement at \$150,000/year - \$450,000 to support SF Hep B Free Bay Area's comprehensive prevention campaign to reduce the incidence of Hepatitis B in our District and San Mateo County. The initiative will utilize a multipronged approach that aims to increase San Mateo's awareness, education, screening and vaccination for Hepatitis B.

First year proposed outcomes are as follows:

1. Public Awareness Campaign
 - Educate 200,000 - 300,000 Bay Area residents via:
SamTrans (Northern San Mateo County Route), ethnic media
(Chinese and Filipino) radio, TV, online and newspapers
2. Community Survey, Education and Screening
 - Minimum screened: 200 Minimum
 - Minimum directly educated: 300
 - Minimum education materials handed out: 500
 - Minimum pre and post surveys filled out: 300
3. Vaccine Program
 - Partner with pharma and retail outlets to vaccinate at least 100 residents documented through pharmacy records
4. Physician Education Program
 - Directly educate 70 physicians
5. Data Baseline Creation
 - Create hepatitis B screening baseline

This campaign was originally scheduled to begin Fall 2020, however the COVID pandemic derailed the work funded by PHCD. To date the awarded funds remain unspent. Mr. So anticipates being able to start the education and awareness work prior to the new fiscal year beginning in July.

As funding was based on a fiscal year: 2020-21; 2021-22; 2022-23, the Strategic Directions Committee recommends extending the terms of this service agreement to 2024- one year beyond the original project end date.



DATE: March 24, 2022

TO: PHCD Board of Directors

FROM: Cheryl A. Fama, CEO

RE: PHCD Health & Fitness Center Membership for PHCD Employees

Proposal: Offer free PHCD Health & Fitness Center membership to PHCD Employees.

Rationale:

As a healthcare district focused on prevention of illness and promotion of health throughout our community, it is important to promote health and wellness “at home” with our own employees. Partaking in regular exercise not only improves physical and mental health but increases productivity and performance in the workplace. The location of our Health & Fitness Center in relation to the PHCD office makes access convenient and should encourage participation.

Impact:

To the Employee: Opportunity, a ‘perk,’ an indication employer cares about their health.

To the current Center Members: Intergenerational socialization opportunities.

To the Center’s operations: Increased utilization of facilities; minimal increase in costs.

To PHCD: Promoter of healthy employees and staff morale booster; wellness role models.

ACTION REQUESTED:

Approval to offer PHCD Health & Fitness Membership to all PHCD Employees, at no cost to the employee.



DATE: March 23, 2022

TO: PHCD Board of Directors

FROM: Eddie Flores, Director Youth Behavioral Health Programs

RE: *allcove*[™] San Mateo Monthly Board update

Background:

The following report serves as informational purposes only to update the Board on the current tenant improvement (TI) and space remodeling progress of the *allcove*[™] San Mateo, youth drop-in center and the work we have engaged during the last weeks.

Current Plan of Space Design Process:

Staff has worked with PHCD facilities consultant, Ralph Barsi, over the last few weeks and have completed a couple of tours of the 2600 El Camino Real site with a couple of general contractors to assess the work that needs to be completed, in an effort to streamline timelines, workflows and costs. Upon completion of such tours, Mr. Barsi was able to delineate and put together a summary of what are direct cosmetic improvement items; construction improvement items; and was able to get preliminary budget projections.

After a preliminary estimate from those general contractors, it has been estimated that the rate per square footage would be between \$70 - \$80 per sqft. Once the construction plans are approved and completed, Mr. Barsi's recommendation has confirmed to staff that a reasonable per Sq Ft charge can be implemented on the TI/remodeling of the 2600 El Camino real *allcove* space.

As a result of this new information, staff was ready to bring a recommendation before the Board with a proposal to engage work with DES Architects and Mr. Howard Kwok-principal, to exclusively and only focus its work and be in charge of covering city permits for the site, including meetings with City of San Mateo Planning Department, etc. and to also exclusively focus their work on creating and producing all documents/renderings and plans related to the remodeling and TI in preparation for the public bidding phase, which is to occur after approval and director from the Board is obtained.

However, following our communicated request to update their proposal of work, DES Architects notified staff that due to cost-efficiencies and reduced work in their original priced proposal and scope of work (SOW), that their leadership has recommended to pass on and withdraw their intention of being considered for this project.

New Architect firm: RCG Architecture

Mr. Barsi was able to secure and complete site walkthroughs with a new architectural firm, RCG Architecture under principal Robert Gooyer, who is located in San Mateo and has extensive experience



in working with public bidding projects and TI projects of this magnitude. Mr. Gooyer will be submitting RCG Architecture's proposal of work to be completed to the Board prior to the Wednesday March 23rd Board meeting.

RCG Architecture projects that they can complete the work that was proposed by DES Architects at a much lower cost, with a significant cost savings to this project. The details of the costs and proposal will be shared with the Board as a separate attachment prior to the board meeting, as it was not yet finalized at the time that this staff report, and agenda packet were assembled.

Next Steps

Staff will bring forth the proposal by RCG Architecture and Mr. Ralph Barsi will be in attendance and the upcoming Board meeting to be able to address any questions that the Board may have. In addition, staff will seek direction from the Board as to how to proceed in the development of the remodeling and TI.

Concurrently, staff will continue to focus on exploring all options of the TI floorplan design to conform with the requirements of the *allcove*[™] fidelity service model components. We are in continuous conversations with our partners and gathering information to ensure that the recommendation brought forth to the Board abides by the standards set out in the contract agreement with the State (Mental Health Commission) and with Stanford - Center for Youth Mental Health and Well Being (CFYMHAWB).

Site Walkthroughs of allcove Palo Alto

Board Director Zelle and Board Director Pagliaro are scheduled to tour the *allcove*[™] Palo Alto site this coming Monday, March 21, 2022. They will be joined by Dr. Steve Adelsheim, and Cristiane Corial, Operations Director, both from the Stanford – CFYMHAWB. We hope to enrich the Board's member perspectives and give them a candid view of the importance of the space and the need to have all the required components of allcove center at our future 2600 El Camino Real location.

Board Action or Recommendation: RCG Architecture proposal will be shared to the Board and made publicly available prior to the Board meeting. The Board should consider approval of the proposal submitted and or provide staff with direction otherwise.



DATE: March 15, 2022

TO: PHCD Board of Directors

FROM: Cheryl A. Fama, CEO

RE: EHR Funding Request from Louise Rogers, SMCo Chief of Health

The County Health System embarked on an extensive search for an enterprise-wide replacement of its “antiquated” electronic health record systems “that will no longer be supported after 2024”. The “*San Mateo County Health Enterprise EHR Development*” document that follows introduces the need and the case for change including:

- Current state
- Emergency Response
- Service Delivery
- The Problem
- The Solution

At a recent meeting with Chief Rogers, she explained the criticality of this replacement, the cost, the funding sources secured to date, and the remaining shortfall of \$25M that she is seeking funding to cover. She reached out to both healthcare districts for consideration of a \$7.5M contribution each.

Below is an excerpt from Chief Rogers’ March 2, 2022 memo to both healthcare district CEOs in which she presents her rationale for the amount she is requesting each district to consider.

“We also have significant needs I would like to share with you related to replacing critical electronic infrastructure that we must advance in the next year as our largest system will no longer be supported after 2024. The pandemic reinforced how important this infrastructure is, not just for the day-to-day work we do to meet the public need, but also the ways that information is needed instantaneously to guide crisis response. The attached summary describes our need for an enterprise-wide electronic health record across not only San Mateo Medical Center but all our patient/client serving divisions and key partners that will have upfront costs of around \$105 million. This is a breathtaking amount, but we have conducted an exhaustive RFP to understand the market and the experience of our peer counties, and we have already been able to identify \$80 million for this effort. We are now looking for the remaining \$25 million. Estimated conservatively, your residents each comprise about 30% of the 66,080 patients served by San Mateo Medical Center in CY 2021 (County Health serves closer to 100,000 not including the pandemic response). I would like you to consider whether your boards might entertain our asking you each for \$7.5 million, which would be 30%, towards our \$25 million gap. I realize that is a large ask, and we wouldn’t make it if we hadn’t already exhausted our other options.”

With the concurrence of Chair Cappel, the request is on the Board agenda for discussion and consideration.



San Mateo County Health Enterprise EHR Development

February 2022

Introduction

San Mateo County Health seeks to implement an enterprise-wide electronic health record to replace antiquated systems that will no longer be supported after 2024. We have conducted an RFP and identified the leading contenders who can meet our requirements. We have studied the experience of other public hospitals and developed estimates of the personnel and other resources needed to support the implementation project. We have identified \$80 million in one-time funds from County Health sources to support approximately \$105 million in implementation costs and seek the balance of \$25 million one-time funds from other sources.

Case for Change

Current State

San Mateo County Health has traditionally taken a “best in breed” approach to health information technology and electronic health records. This allowed each Health division or operating unit to select technology that best met its needs and that it could afford within its divisional budget. However, it also introduced a fragmented set of disparate systems that do not support overarching coordinated care. Most of these selections occurred over a decade ago and while appropriate at the time no longer meet the needs of our integrated health system. Some are approaching end of life and all have interoperability limitations.

Emergency Response

The limits of our existing systems are reinforced by our challenge responding to the pandemic with the information we need. Responding to the COVID-19 pandemic or any other public health emergency requires access to and analysis of large volumes of data in real-time. This supports the goals of public health by providing timely and appropriate information to policy makers that require this data to make resources available where needed and to advance our response to the emergency. One example of this during the pandemic was the need to reconcile large volumes of state provided vaccination data with existing patient records across multiple systems in order to analyze the rates of vaccination across demographic and geographic groups. This was enormously challenging. The public trust in the response must also be supported by timely and relevant information. Similarly, care delivery systems must have immediate access to patient data in one place, at the right time and in the right format for quick responses and coordinated actions and decisions, especially for the most vulnerable.

Complete and interoperable electronic health records (EHRs) allow access and data sharing within and across public health systems, facilitating better monitoring and reporting of suspected and confirmed cases, abnormal conditions, and treatment regimens. Electronic exchange of information is more agile and accurate than paper-based or “non-interoperable” systems. Interoperable systems also support quicker understanding of a pandemic’s behavior and faster, comprehensive interventions.

Service Delivery

The pandemic has brought increased attention to this need, however, leveraging real-time patient data is also critical to the successful delivery of traditional health care services. San Mateo County health providers and key partners do not have access to accurate, timely client/patient data in existing SMC Health information systems, resulting in an increased incidence of avoidable errors and slower clinical decision-making. They cannot easily view the most current medication and allergy lists, and do not have access to, or know where to find, a summary of the most recent episodes of care. In addition, clients/patients do not have access to client portals, secure client-provider messaging, telemedicine, and appointment self-management that is now standard in modern health care systems. Lack of access to synchronized information is a significant issue that negatively impacts both client/patient safety and client/patient empowerment.

The Problem

The primary cause of information access issues is the multiple, outdated and/or poorly optimized EHR systems in use across our health system. Fragmentation of the health record across several systems results in a constant struggle by providers to obtain a current and comprehensive view of the client record at the point of care. The use of multiple EHRs impedes data sharing and coordination between in- and out-patient care as well as with mental health and substance use disorder treatment, dental and social services.

Taking a single example among many, dental providers are currently forced to document in an ambulatory EHR that does not serve their needs well. Patients frequently come to the ED for dental issues off hours. Our vision for an enterprise EHR would not only make those notes available to our dentists but could be more available to dentists in the community through an enhanced portal function. An enterprise EHR would have a dedicated dental module that would improve efficiency and quality and coordination. SMMC provides one of the only 24/7 oral surgery programs in the County and the integration of the EHR across the ED, inpatient and outpatient setting would be hugely beneficial to quality of care. With one point of access, providers involved in a patient's dental care will be able to view and update patient histories, problem lists, allergies, medications and more – all in a single, integrated view – for better care coordination. The vendor we are in negotiations with provides a module that includes a tooth charting navigator, integrated clinical record and health maintenance alerts, preventative care, treatment plans, imaging, scheduling, estimates and pre-authorizations, procedure coding, and claims and billing.

The Solution

The EHR 2.0 Program we adopt will be foundational to improving health outcomes and achieving operational excellence. EHR 2.0 will, over time, provide an integrated view of all client/patient information, and enable providers and case managers to collaborate efficiently and effectively in supporting an optimal outcome for every client. This will enable more equitable outcomes for the patients who rely on us as their system of care.

EHR 2.0 will be enabled by the procurement, implementation and long-term support of standardized, enterprise-wide care delivery and administrative technology including a modern electronic health record solution.

RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PENINSULA HEALTH CARE DISTRICT RECOGNIZING THE EXISTENCE OF A STATE OF EMERGENCY AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF PENINSULA HEALTH CARE DISTRICT FOR THE PERIOD MARCH 31, 2022 – April 30, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Peninsula Health Care District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Peninsula Health Care District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, Government Code section 54953(e), as provided in AB 361 and made effective on September 17, 2021, makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or that the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, that the Governor of California has declared a state of emergency due to the imminent dangers of COVID-19; and the San Mateo County Health Officer has imposed measures for masking and social distancing in order to prevent the spread of COVID-19, including Order C19-12 issued on August 2, 2021; and

WHEREAS, the conditions existing within the District justify the continued use of remote teleconferencing for Board meetings;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF PENINSULA HEALTH CARE DISTRICT DOES HEREBY FIND AND RESOLVE:

Section 1. Recitals. The Recitals set forth above are true and correct.

Section 2. Findings of State of Emergency. The Board finds and declares:

A. A state emergency has been proclaimed by the Governor of the State of California and now exists throughout the District, and

B. State officials and local officials, including the San Mateo County Health Officer, have imposed and/or recommended that measures be taken to promote social distancing and to require that masks be worn indoors regardless of vaccination status; and

C. As a result of the emergency, meeting in person could present imminent risks to the health and safety of members of the public and District staff.

Section 3. Remote Teleconference Meetings. As a consequence of the local emergency, the Board of Directors does hereby determine that the legislative bodies of Peninsula Health Care District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

The Chief Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, including noticing and provisions for public participation and public comment.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days from the date of adoption or until such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Peninsula Health Care District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Peninsula Health care District, this 23rd day of March 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



**BOARD OF DIRECTOR'S
CEO Report
March 2022**

PENINSULA WELLNESS COMMUNITY (PWC)

- **Senior Services for the Future:** The first phase of PHCD's Perkins-Eastman-facilitated "deep dive" exploration into programs and services was completed in February. The results of the think tank of senior living experts and healthcare futurists was presented to the Board's Strategic Direction Oversight Committee 3/2/22, well-received, and now will be presented to the Developer Team on 3/23/22. The next phase is to identify local experts and thought leaders, share the ideas from the think tank, and get the local leaders' thoughts on how the suggestions should drive PHCD's program activities for the PWC and our community throughout the District. A work group of Committee members and staff, assisted by the Perkins Eastman team, will carry out phase two.
- **Active Wellness:** Jill Kinney, Co-founder and Chairman of this program under consideration for the PWC, also presented to the Strategic Direction Oversight Committee. Ms. Kinney introduced her San Francisco-based company and its focus: to integrate fitness and health with health provider partners. The Committee affirmed the alignment of Active Wellness with the Board's vision for the PWC. The program was well received.

THE TROUSDALE [TT] ASSISTED LIVING/MEMORY CARE COMMUNITY:

- TT can now discontinue weekly Covid testing due to all negative results from multiple rounds of testing of staff and residents. However, if they have just one positive, weekly testing will be reinstated.
- Two unannounced surveys by State health and licensing monitors occurred over the past month. TT passed both in "full compliance."

SONRISAS DENTAL HEALTH (SDH):

- YTD Performance through January is meeting and exceeding budget:
 - Visits are on target.
 - Deductions from revenue: \$21,128 better than budget
 - Grants/donations/other income 23% better than budget.
 - Direct costs 6% better than budget.
 - Net income: \$286,364, 522% BETTER THAN BUDGET
- Management Team has been aggressive in pursuing funding opportunities. A recent example is receiving \$16,450 from the federal CARES Act Provider Relief Fund Phase 4 payments.
- Leadership has also focused on workforce training and staff recruitment. Dr. Brian Lee completed his residency at the Half Moon Bay Center and has now joined SDH, got credentialed through San Mateo Medical Center, and will now serve the coastside farmworkers through SDH's contract with the County as a Federally Qualified Healthcare (FQHC) provider

ABILITY PATH CO-OP HOUSING FOR DEVELOPMENTALLY CHALLENGED ADULTS:

- PHCD's purchase of two San Mateo homes has achieved the Board's goal. The two separate homes joined by a common patio had previously been Mission Hospice's residential facility. Today they make available the only service of its kind in San Mateo County to address a growing unmet need for our residents.
- Through our partnership with Ability Path and theirs with PARCA, and after a year's delay due to Covid, ***the homes are full***. 5 women and 5 men are living independently at 111 and 113- 16th Avenue, San Mateo. Visiting support services are provided as needed.

COMMISSION ON THE STATUS OF WOMEN

- The Commission's biannual Leadership Conference for Women will take place March 23-24. As Co-Chair for the Mental Health Work Group, I have collaborated with my colleagues to arrange three of the breakout sessions. I'm leading the "Navigating Mental Health Services in San Mateo County" panel and have been fortunate to recruit:
 - Collen Buggs, Supervisor of County Behavioral Health Service's Access to Care center
 - Nicole Ibarra, Director of Behavioral Health programs at Kaiser Permanente in Redwood City and San Mateo.
 - Anixa Carmona, Administrative Director of Mental Health and Addiction Care at Sutter Health MPMC
 - Liz Camarena West, a bilingual and bicultural therapist for OneLife Counseling.
- Through our partnership with Parent Venture, we will also be providing concurrent Spanish translation for this session.

PHCD TEAM WELCOMES A NEW MEMBER: Alison Warren, our Executive Assistant

- Alison is a San Mateo resident who received her AA degree from CSM, BA from California State University, Hayward, and was a California Intercollegiate award winner for Excellence in Investigative Journalism.
- She has held Executive Assistant positions for a variety of businesses, most recently San Mateo Medical Center.
- Her start date is March 21st. She is fulltime and will be in the office at least 3 days a week and work remotely the other two. Her teammates will take turns working with her in the office during orientation and immersion into the *small office but mighty scope of activities* in which PHCD is involved.
- It has been five and a half months without an EA and we are delighted she is joining our team.

COMMUNITY ACTIVITIES:

3/4: Meeting with Louise Rogers, Srija Srinivasan, Scott Gilman

3/15 & 3/23: Rotary Board and Community Service Committee

Weekly & 3/22: Commission on Women Leadership Conference work and Monthly meeting

3/15: Health & Fitness Center Senior Advisory Group Meeting

3/16: Mills-Peninsula Medical Center Solar Project Meeting

3/17: Stanford/PHCD allcove implementation meeting

3/17: Sonrisas Board Meeting

3/25: Children's Health Initiative Meeting



CFO REPORT MARCH 2022

FY 22-23 BUDGET:

I am in the process of putting together the FY 22-23 Budget, working with our different departments, to have a draft presented to the Board at the May meeting for approval. There will be some uncertainties and unknowns from the continued impact of COVID, but we do expect improvement from the prior year as COVID restrictions have lessened. Our goal is to be cost-effective and increase the utilization of our programs.

FINANCE COMMITTEE MEETING – MARCH 8TH RECAP:

- **CITY NATIONAL BANK ANNUAL PORTFOLIO OVERVIEW:**

Robert Meckstroth, Senior Portfolio Manager, and David Krouth, Portfolio Manager, gave an overview of the global economics and the performance of the District's portfolio. The District's investments are governed by the State of California under Government Code Section 53600 and 53630, which restricts the investment options to mainly Bonds and low-risk securities. In the coming year, interest rates are expected to rise, which means the portfolio will see a negative return due to the Bonds in the portfolio. However, this is temporary until the Bonds mature. On the positive side, most of the Bonds have a maturity date of 2-3 years and can be reinvested at a higher yield. City National Bank will be looking at our Investment Policy to maximize the investment under the government codes.

- **MANAGEMENT RECOMMENDATIONS TO REPLACE CURRENT BANK:**

At the last Finance Committee meeting, management was instructed to search for a new financial institution to replace Boston Private bank due to the recently attempted bank fraud. Some of the criteria were online access, positive pay, remote deposit capabilities, an account representative, a local bank, fraud prevention, and security. Management interviewed five banks and picked two to recommend to the Committee. The two banks are Heritage Bank and the Bank of San Francisco. Both banks presented their proposal to the Committee.

Heritage Bank is a midsize bank that offers personalized relationship-based services. It is a community-focused institution and has 17 Bay Area locations. The closest branch is on 400 S. El Camino Real in San Mateo. The Bank of San Francisco is a smaller bank with one branch in downtown San Francisco. It is a relationship-driven and technology-focused community bank. It is a new type of banking where daily transactions can be completed through their website or app. In addition, the bank has various banking partners for cash deposits at their ATMs. The Committee believes both banks can provide the quality service the District is looking for but ultimately decided to go with a local bank, Heritage Bank.

The next Finance Committee meeting will be on May 10th at 2 pm.



BOARD OF DIRECTORS
Community Engagement Director
Monthly Report
March 2022

COVID Campaign 2022

The Peninsula Health Care District’s COVID Campaign 2022 is up and serving district residents by:

1. Sponsored a two-part vaccination clinic at San Bruno School District Student Health Center. Clinic was open to youth ages 5 - 11 attending school in the San Bruno area and adults needing boosters. Safeway partnered with PHCD to provide 72 pediatric shots and 3 boosters for a total of 75 vaccinations.
2. Discussing vaccination clinics with the following people:
 - Pastor Bussey – St. James AME Zion Church, San Mateo
 - Rolando Madric - Senior Director of Programs, Boy & Girls Clubs
 - Lisa Tealer - Bay Area Community Health Advisory Council
 - Cristina Ugaitafa - Community Program Analyst, SMC Health Aging and Adult Service
 - Lizelle Lirio de Luna, RN, MS, CNS - Director of Family Health Services & Director of Public Health Nursing, San Mateo County Health
 - Trish Erwin - COVID-19 Operations Chief
3. Reached out to our community partners and offered PPE. A dozen CBOs have requested surgical and/or KN95 masks and hand sanitizers. Pick-up is scheduled for Thursday, March 17 at the office.
4. COVID Resource section on our website continues to be refreshed with the current information.
5. Collaborated with San Mateo County Office of Education and San Mateo County Health to offer a webinar: “Changing COVID-19 - Guidance in Schools & Mental Health” offered in Spanish with simultaneous English translation. Circulated the announcement to over 90 PHCD community partners and Stephanie posted the webinar on facebook. Flyer included in packet.

6. The costs incurred for the COVID Campaign thus far are:

Safeway Pharmacist (2 part clinic)	\$1,500.00
Incentive - Safeway gift cards (100 cards @ \$25.00 each)	\$2,450.00
Youth take-home masks	\$48.08
PHCD Logo Stickers for PPE	\$71.25
I Got Vaccinated Stickers	____\$6.55
Total to date	\$4,075.88



[San Bruno Park School District Health Clinic](#)

Team - Marie Lukehart, Kristin Vogel-Campbell, Marianna Solomon of San Bruno Park School District, Cheryl Fama and I met with Michael Milliken, Interim Superintendent San Bruno Schools to review PHCD's history with the student health clinic. Superintendent Milliken was appreciative of PHCD's support and hands-on involvement. Team is discussing: (1) details involved in holding an immunization clinic to provide the Required-to-Enter-Kindergarten vaccines and (2) San Bruno School District Health Faire scheduled for May 11, 2022 1:00 - 3:00 pm. PHCD and allcove are excited to participate. Have also invited partner organizations - Care Solace, SF Hep B Free and Bay Area Health Advisory Resource Council.

[SF Hep B Free](#)

June 2020, the District Board of Directors approved a 3-year \$150,000/year funding commitment to support SF Hep B Free Bay Area to carry out a comprehensive prevention campaign to reduce the incidence of Hepatitis B in San Mateo County. As the pandemic delayed face-to-face contact, the delivery of the program was stalled. The Strategic Directions Committee recommends extending the terms of this service agreement to 2024- one year beyond the original project end date. Memo included under consent.

[San Mateo County Health Leadership Update](#)

PHCD gathered county health leaders, Louise Rodgers, Srija Srinivasan, Scott Gilman and Pamela Kurtzman for a one-hour meeting to hear about county program priorities, gaps and opportunities for partnership. PHCD and SHCD desired outcome of this meeting: (1) gain verbal knowledge of San Mateo County health priorities for district strategic planning and (2) identify where and how the districts' activities can best focus to help carry out countywide strategic initiatives.

Transition from pandemic to endemic viewed as recovery phase. Take-aways from the conversation:

- Recovery priorities - mental health, oral health, access to health and homelessness
- Infection control resources needed
- New Electronic Health Record System - funding requested
- Workforce development



Memory Café

*A Memory Cafe is a welcoming place for individuals with Alzheimer's, any form of dementia, or mild cognitive impairments. The model was designed to include the care partner for a shared experience.

PHCD continues to host a Memory Café on the first Wednesday of each month at our Fitness Center. Attendance ranges from 6-8 participants. A new class, funded by Sequoia Health Care District, is held on the third Wednesday of the month in San Carlos. As requests for senior programming are rising, Patty Clement, Memory Café Director, is adding a Saturday class in April to be held in South San Francisco. Seniors with will soon have access to three classes a month.

Outreach and Community Engagement Meetings

Met with the following people/organizations to further advance PHCD's mission and initiatives:

County Health & San Mateo County Schools planning group - COVID-19 Changes webinar

Pastor Bussey - St James AME Zion, San Mateo – potential vax clinic

Rolando Madric - Senior Director of Programs, Boy & Girls Club – potential vax clinic

Emma Gonzales, San Mateo County Office of Community Affairs – map hi-need areas

Lizelle Lirio de Luna, Director of Public Health Nursing – potential vax clinics

Patty Clement – Memory Café – update

San Mateo County Behavioral Health Recovery Services Spirituality working group – vax clinic

Marie Lukehart - vax clinic & health clinic report

Richard So – Hep B Free initiative - update

Samaritan House – children service needs in San Mateo County

Caminar Donor reception

Erica Lyons, CPR Trainer – infant CPR contract

Shakeeli Ali and Cristina Ugaitafa, Umoja – where to vaccinate and boost

Lisa Tealer, Bay Area Community Resource Advisory Council - health disparities North County

San Mateo School-Based Mental Health Collaborative

San Mateo County School Wellness Coordinators

Charlene Margot and April Torres - Parent Education Workshop – April 26 or 28, 2022

Casa Circulo Cultural, San Mateo County
Office of Education & San Mateo County
Health present:

Changing COVID-19 Guidance in Schools & Mental Health

Live Webinar:
March 23rd @ 6:00 PM

What has changed in the guidance? What does this mean for my student? How can I support the emotional wellbeing of my student?

Join Cindy Donis - LMFT, school administrators, and community partners as we answer your questions.

Event will be
in Spanish
with English
Interpretation



Watch Live:



[@circulocultural.rwc](https://www.facebook.com/circulocultural.rwc)
[@SanMateoCOE](https://www.facebook.com/SanMateoCOE)

&

[@SMCHealth](https://www.facebook.com/SMCHealth)



Adults and youth are welcome!





DATE: March 23, 2022
TO: PHCD Board of Directors
FROM: Eddie Flores, Director Youth Behavioral Health Programs
RE: Director's Monthly Report – March 2022.

allcove™/Stanford Center for Youth Mental Health and Wellbeing (CFYMHAWB)

We have continued our monthly check-in meetings with Stanford Center for Youth Mental Health and Well Being staff as the technical assistance partner for the MHSOAC *allcove*™ grant. We held our monthly meeting on March 17th, along with staff from the State MHSOAC. Some of the topics covered included updates on project timelines; youth participation and YAG; recruitment; core services and service partnerships consortium creation; facility, branding and environmental design; communications; and data collections and evaluation. In addition, we continue to participate in various webinars brought on and put together by Stanford for the grantees. Some of the most recent ones covered topics as the new communications platform SLACK, financing, Q&A sessions on the *allcove*™ model, etc. Staff are participating in all of these virtual trainings and meetings during the course of the month.

Care Solace

Care Solace continues to be a strong and active partner with PHCD. To increase visibility, outreach, and utilization, as mentioned in last month's report, we are continuing our outreach campaign directed at Superintendents and School Board Presidents of the five school districts served by PHCD. We are working on securing a date to present to the Hillsborough City School District Board of Trustees and will update the board when the date and presentation is set. We continue to have monthly check-in meetings to monitor program progress and utilization at the various school districts which PHCD has supported funding.

San Mateo County Mental Health First Aid (MHFA) Initiative -

As previously shared with the Board in the January Director's update, we are working as part of a working group with County mental health to bring about Mental Health First Aid trainings to various cities and towns in San Mateo County. This work is not being funded by PHCD as of now, but I have been invited to be part of this working group to engage and provide feedback. MHFA is a skills-based training course that teaches participants how to identify, understand and respond to signs of mental health or substance use conditions or crises.

Similar approach to CPR/First Aid: Just as CPR training helps a person with no clinical training assist an individual following a heart attack, Mental Health First Aid training helps a person assist someone experiencing a mental health crisis such as contemplating suicide. In both situations, the goal is to help support an individual until appropriate professional help arrives.



There are three key types of MHFA programs:

- o Adult MHFA (also known as MHFA) – Adults learn how to support adults
- o Youth MHFA – Adults learn how to support youth (ages 5-18)
- o Teen MHFA – Youth learn how to support youth (ages 15-18)

MHFA is targeted for the general community, especially non-mental health professionals and is for anyone who wants to make their community healthier, happier, and safer for all. More information on this initiative and trainings will be coming in the next few months and will be shared with the Board as the County Mental Health team finalizes details of delivery and approach. We hope to be able to partake and it is the intention that these can serve a programmatic role in the future *allcove™ San Mateo site*.

Youth Outreach Specialist Report – Jackie Almes, Youth Outreach Specialist

Allcove

This month YBHP Director, Eddie Flores and I visited *allcove*™ Palo Alto to give us a better idea of what allcove San Mateo site can look like. From our visit we gained a better understanding of the structure and model of allcove. After our visit I created a PowerPoint presentation with all the pictures of the site to share with others who want a better picture of what our center can look like. You can view a few of the photos taken that day below:

Figure 1: Counseling Room #1 Example



Figure 1: Common area including kitchenet

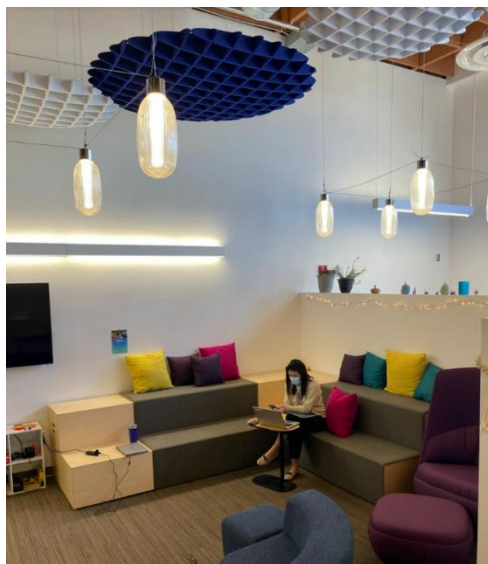


Figure 2: Cove in the common area



Community Consortium Informational Sheet:

Over the course of the past month, I worked with Eddie on two-page informational handouts that we will use to help recruit various stakeholders for the Community Consortium. The Community Consortium is part of the *allcove*[™] fidelity model and it is a program requirement. These handouts will help us in our next step of *allcove*[™] San Mateo outreach. This will help us create a partnership with organizations and community members throughout San Mateo County. This is a key component of the *allcove*[™] model, will help to bring in community voices to modify our center to the northern San Mateo county's needs. The two-page document goes into details about the membership and what to expect as members of the consortium. The document also gives a brief description of the requirements and benefits of the membership. Lastly, working with Eddie, I have also created a PowerPoint presentation for the Community Consortium that goes into more details about what the *allcove*[™] brand is, to give potential members a better idea of what they are helping to facilitate. We will be able to use this presentation to give potential members a better understanding of the model and answer any questions they may have.

Youth Advisory Group (YAG)

In our last YAG meeting I gave a brief presentation on *allcove*[™] to give the new members an introduction into what *allcove*[™] is and what the model is all about. We also decided on creating subcommittees within the YAG. This includes social media, facilities, and recruitment. The members are going to think about which two committees they want to be a part of, and we will form them at the following meeting. In the meeting we also discussed visiting both *allcove*[™] Palo Alto and our location for *allcove*. This will be planned in the coming month. We also began to discuss the five new potential YAG members that have applied. We will be conducting interviews the week of March 20th with two of our current members facilitating the interviews. If all five are chosen to join our YAG we will have 11 members.

Outreach: Youth-focused External Conferences

This month I attended two virtual conferences, the first one being the *Youth Health and Wellness Conference* put on by the County of San Mateo HBRS Youth Committee. The second one was *Mind Out Loud* that was put on by Wellness Together. The *Youth Health and Wellness Conference* was put on completely by youth. There were two sets of breakout rooms with topics such as anxiety/depression, stress, and eating disorders. The second set of breakout rooms had topics like health food/nutrition, exercise/health, and social determinants of health. The conference also included three keynote speakers. During the conference I introduced *allcove*[™] and what I do at PHCD. At the end of the conference, they had us take a moment to fill out a padlet. Padlet is a way to connect with others that attended the conference. On the padlet I included the two-page sheet that explains the YAG and what it has to offer, my contact information and a little bit about *allcove* and what we are working on here at PHCD. The *Mind Out Loud* conference was put on in collaboration with their youth leaders. It included speakers like Tony Hale, two-time Emmy award winning actor and Emma Benoit a Suicide Prevention Advocate. They told stories about their own struggles with mental health, and it was a great learning experience. They also had student lead breakout rooms. The breakout rooms were very informative and well thought-out. It was a great conference, and I gained a new perspective on mental health.