



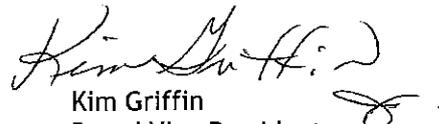
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Redwood City, CA 94063

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**A G E N D A**  
**SEQUOIA HEALTHCARE DISTRICT**  
**BOARD OF DIRECTORS ANNUAL ORGANIZATIONAL MEETING**  
**4:30, Wednesday, February 1, 2012, Conference Room**  
**525 Veterans Boulevard**  
**Redwood City, CA 94063**

1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items\*
- ACTION** 3. Consent Calendar - Vice President Griffin
  - a. Approve December 7, 2011 Regular Meeting Minutes
  - b. Accept November and December 2011 Financial Statements
4. CEO/Staff Reports - Mr. Michelson
  - a. State of the District
  - b. Healthy Schools Initiative Report
  - c. HeartSafe Report
5. New Business
  - a. Presentation Update: San Mateo Medical Center Clinic Rebuild - Dr. Susan Ehrlich
  - b. Grant Committee Report - Mr. Michelson
6. Adjourn. The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, April 4, 2012, District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063

  
Kim Griffin  
Board Vice President

\*Public comment will be taken for each agenda item prior to the board's consideration on that item.

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, 525 Veterans Blvd., Redwood City, CA, during normal business hours. Please telephone 650-421-2155 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Sequoia Healthcare District at least 48-hours in advance at 650-421-2155.

<b>MINUTES OF REGULAR MEETING BOARD OF DIRECTORS SEQUOIA HEALTHCARE DISTRICT December 7, 2011 Conference Room, 525 Veterans Boulevard, Redwood City, CA 94063</b>		
<b><u>Directors Present</u></b> Director Faro Director Griffin Director Hickey Director Kane Director Shefren	<b><u>Directors Excused</u></b>	<b><u>Also Present</u></b> Mr. Michelson, CEO Mr. Hudak, Legal Counsel Ms. Johnson, Recorder
<b><u>1. Call to Order</u></b>		
By: President Griffin Time: 4:30 pm		
<b><u>2. Public Comment/Non-Agenda Items</u></b>		
Karen Franconi of Hope House spoke to the importance of the District's grant in providing a variety of benefits to the facilities residents.		
<b><u>3.a. - 3.b. Consent Calendar</u></b>		
Motion: To approve the Consent Calendar By: Director Faro Seconded by: Director Kane Vote: 5-0 Motion Passed		
<b><u>4. CEO/Staff Reports</u></b>		
Mr. Michelson reported the EBIDA income was less than projected due to a drop in Sequoia Hospital's profit margin from bad debt.  A payroll error occurred due to PayChex computer conversion, resulting in two employees being double paid for their in-lieu health benefit and a third employee being underpaid. When discovered, staff reported the problem to the District's auditors. Now have signed agreements with the two employees to repay funds. A form will be completed and submitted to PayChex for future changes in salary and/or benefits.  Two classes for the new chronic disease management program have been scheduled at Little House in Menlo Park.  Healthy Schools Initiative: Ms. Kurtzman introduced two new wellness directors, Dr. Karen Li, Sequoia Union High School District and Andrea Garen, Redwood City School District. Coordinators from all the school districts are working with school administrators, counselors, staff and community partners to align priorities with the CSH model.  HeartSafe: Six Lucas devises purchased with District assistance have been instrumental in saving lives. An additional six devises will be purchased and supplied to the fire departments/districts within our geographic area.		
<b><u>5.a Accept The District's Annual Audit For The Period Ending June 30, 2011</u></b>		
Mr. Michelson introduced Ali Gharaibeh and Dennis Christian of Vavrinek, Trine and Day. Mr. Gharaibeh reported that the District received an unqualified opinion which is the highest level of assurance and the District is in a very solid financial position. The internal control report notes a weakness in the District's payroll process relative to the in-lieu health insurance benefit. In reference to the in-lieu benefit concern discussed in the CEO report above, Mr. Christian acknowledged that District staff reported the problem to him		

when he began his field work for the annual audit. Mr. Michelson stated that a form has been developed that specifically spells out all changes of employee salaries and benefits and requires signatures of employee and CEO.

**Motion:** To accept the June 30, 2011 annual audit.

**By:** Director Kane

**Seconded by:** Director Griffin

**Vote:** 4-1 with Director Hickey opposed

**Motion Passed**

**DRAFT**

#### 5.b Investment Update

Mr. Michelson introduced Eric Reynolds, the District's financial advisor with Fiduciary Trust International (FTI).

Mr. Reynolds reported that risk is being aggressively managed and the portfolio is well diversified. He stated that the District's investments are in compliance with State guidelines and the District's investment policy. The portfolio's performance for the period ending 10/31/11 was presented.

Year-to-date, the portfolio increased in value by 2.39%, compared to the average Local Agency Investment Fund (LAIF) rate of 0.40%. The portfolio's market value totaled \$14,844,000. (A copy of the written report is included with the original of these minutes.)

#### 5.c. Accept 2011 Sequoia Hospital Campus Redevelopment Project Annual Report

Ms. Vaskelis reported that the rebuild project is within guidelines but experienced delays due to OSPOD permitting process. Costs will increase from the delays but hopefully not in excess of 7.5%. An updated cost estimate is targeted for the early part of 2012.

**Motion:** To accept the 2011 Campus Redevelopment Project Annual Report.

**By:** Director Kane

**Seconded by:** Director Griffin

**Vote:** 5-0

**Motion Passed**

#### 5.d. Update: Ravenswood Family Health Center

Mr. Michelson introduced Luisa Bauda, CEO. She spoke to the importance of the District's current grant which has allowed the clinics to expand services. Of the 13,276 patients receiving care at Ravenswood, 3,080 are District residents. However, the clinics are now completely at capacity. A new \$16.1 million health center is in the planning. Funding sources include \$1.3 million in committed capital gifts, \$11.1 million in prospective capital gifts and \$3.7 million low cost loans. A new facility will provide 100% increase in access for District's residents; increased quality of care for patients and reduced costs to local healthcare system. Construction can begin in 2013 and will take 18-24 months.

#### Adjourn

**Motion:** At 6:05 PM adjourn meeting.

**By:** Director Faro

**Seconded by:** Director Griffin

**Vote:** 5-0

**Motion Passed**

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, February 1, 2012, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kathleen Kane  
Secretary

SEQUOIA HEALTHCARE DISTRICT  
Balance Sheet

	July	August	September	October	November	December	January	February	March	April	May	June
<b>ASSETS</b>												
Current Assets												
Cash (WF-MMA)	1,559,267.00	2,184,975.87	1,485,584.27	1,236,003.40	2,686,884.27	4,687,778.98						
Cash (WF)	73,107.80	68,080.49	48,975.62	2,238,528.70	408,450.37	1,156,975.20						
Cash from Investments	220,467.70	220,467.70	220,467.70	220,467.70	651,040.70	651,040.70						
Cash Equivalents	15,840,570.19	14,354,447.17	14,304,248.17	14,370,322.17	13,932,124.42	13,962,618.42						
Accounts Receivable	975.43	0.00	0.00	0.00	0.00	0.00						
Due From Other Governments	622,336.00	622,336.00	622,336.00	622,336.00	622,336.00	622,336.00						
Total Current Assets	18,316,724.12	17,450,307.23	16,681,611.76	18,687,657.97	18,300,835.76	21,080,749.30						
Property, Plant & Equipment												
Land	138,927.00	138,927.00	138,927.00	138,927.00	138,927.00	138,927.00						
Land Improvements	144,158.05	144,158.05	144,158.05	144,158.05	144,158.05	144,158.05						
Buildings	1,249,382.30	1,249,382.30	1,249,382.30	1,249,382.30	1,249,382.30	1,249,382.30						
Building Improvements	517,457.57	517,457.57	517,457.57	517,457.57	514,274.57	514,274.57						
Tenant Improvements	216,105.29	216,105.29	216,105.29	216,105.29	215,113.29	215,113.29						
Equipment	64,237.05	64,237.05	64,237.05	64,237.05	63,107.05	63,107.05						
Furniture	34,019.47	36,737.91	37,187.91	37,187.91	31,428.91	31,428.91						
Accumulated Depreciation	(1,412,058.96)	(1,419,512.96)	(1,426,866.96)	(1,434,420.96)	(1,441,874.96)	(1,449,328.96)						
Net Property/Plant/Equipment	952,227.77	947,492.21	940,488.21	933,034.21	914,516.21	907,062.21						
Total Assets	19,268,951.89	18,397,799.44	17,622,099.97	19,620,692.18	19,215,351.97	21,987,811.51						
<b>LIABILITIES &amp; FUND BALANCE</b>												
Current Liabilities												
Deposit Payable	3,165.00	3,165.00	3,165.00	3,165.00	3,165.00	3,165.00						
Grants Payable	1,943,138.32	1,475,080.00	850,080.00	850,080.00	849,743.76	849,743.76						
Deferred Revenue	622,336.00	622,336.00	622,336.00	622,336.00	622,336.00	622,336.00						
Total Current Liabilities	2,568,639.32	2,100,581.00	1,475,581.00	1,475,581.00	1,475,244.76	1,475,244.76						
Fund Balances												
Depreciation Fund	7,825,944.00	7,825,944.00	7,825,944.00	7,825,944.00	7,825,944.00	7,825,944.00						
Invested in Capital Assets	564,506.84	564,506.84	564,506.84	564,506.84	564,506.84	564,506.84						
Fund Balance	56,406,511.00	56,406,511.00	56,406,511.00	56,406,511.00	56,406,511.00	56,406,511.00						
Surplus/Loss	(46,002,863.84)	(46,002,863.84)	(46,002,863.84)	(46,002,863.84)	(46,002,863.84)	(46,002,863.84)						
Net Surplus/Loss	(2,092,191.43)	(2,495,285.56)	(2,645,985.03)	(647,392.82)	(1,053,990.79)	1,718,468.75						
Total Fund Balance	16,701,906.57	16,298,812.44	16,148,112.97	18,146,705.18	17,740,107.21	20,512,566.75						
Total Liabilities & Fund Balance	19,270,545.89	18,399,393.44	17,622,693.97	19,622,286.18	19,215,351.97	21,987,811.51						

**SEQUOIA HEALTHCARE DISTRICT**  
**Income Statements**

Agenda Item No.3.b  
Board of Directors Meeting  
2/01/12

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 11-12
<b>INCOME</b>														
Rental Income	3,164.70	3,291.29	3,291.29	3,291.17	3,291.17	3,291.17	3,291.17	3,291.17	3,291.17	3,291.17	3,291.17	3,291.17	19,620.91	39,490.00
Tax Revenue	0.00	0.95	3,367.65	3,340.78	766,753.58	3,367,066.60							4,140,529.56	7,950,000.00
Investment Income	87,043.00	15,377.00	(50,199.00)	66,074.00	(23,137.17)	30,494.00							125,651.83	600,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	2,158,000.00	0.00	0.00							2,158,000.00	2,600,000.00
Interest Income	835.61	728.43	617.22	441.50	938.50	905.21							4,466.47	7,600.00
Pension Income	0.00	0.00	0.00	0.00	2,500,000.00	0.00							2,500,000.00	2,500,000.00
<b>Total Income</b>	<b>91,043.31</b>	<b>19,397.67</b>	<b>(42,922.84)</b>	<b>2,231,147.45</b>	<b>3,247,846.08</b>	<b>3,401,757.10</b>							<b>8,948,268.77</b>	<b>13,697,090.00</b>
<b>EXPENSES</b>														
<b>Administrative Expenses</b>														
Admin. Expense	306.76	454.79	593.68	426.80	467.82	468.92							2,718.77	12,500.00
Admin. Payroll	13,842.85	25,640.56	22,544.16	14,557.78	14,557.80	14,557.80							105,700.95	197,500.00
Board Health Insurance	2,895.79	2,895.79	7,101.49	2,895.79	2,895.79	2,980.24							21,664.89	72,000.00
Employee Health Insurance	1,996.14	2,660.58	2,550.00	1,996.12	2,660.32	1,223.63							13,086.79	29,000.00
Employee Retirement Benefit	1,051.33	2,207.02	1,760.28	1,157.10	1,288.16	1,266.00							8,729.89	15,000.00
Investment Fees	0.00	1,500.02	13,246.59	0.00	(1,709.42)	12,204.79							25,241.98	60,000.00
Office Supplies/Equip Maint	71.04	1,013.40	356.95	631.97	689.41	608.00							3,370.77	7,500.00
Purchase Services	0.00	0.00	0.00	0.00	0.00	0.00							0.00	2,500.00
Accounting fees	0.00	0.00	8,000.00	0.00	0.00	0.00							8,000.00	17,500.00
Board Expense	0.00	52.05	0.00	160.00	0.00	14.30							226.35	10,000.00
Associations/Membership	0.00	15,000.00	0.00	0.00	0.00	0.00							15,000.00	16,000.00
Communications	0.00	500.00	500.00	5,285.25	14,278.01	500.00							21,063.26	20,000.00
Public Relations	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00							25,200.00	50,000.00
Web Site/IT	865.00	700.02	365.00	365.00	365.00	365.00							3,025.02	15,000.00
Pension Plan	0.00	0.00	0.00	0.00	2,500,000.00	0.00							2,500,000.00	2,500,000.00
Insurance/D&O	26,587.04	(9,762.44)	100.00	0.00	1,658.58	1,022.43							19,605.61	23,000.00
Election Fees	0.00	0.00	0.00	0.00	0.00	0.00							0.00	-
LAFCO fees	0.00	0.00	0.00	0.00	0.00	5,988.00							5,988.00	8,000.00
Legal Fees	0.00	509.50	2,536.65	555.75	2,131.00	2,389.95							8,122.85	30,000.00
Bank Fees	0.00	10.00	0.00	0.00	0.00	0.00							10.00	100.00
<b>Total Admin. Expenses</b>	<b>51,815.95</b>	<b>47,581.29</b>	<b>63,854.80</b>	<b>32,231.56</b>	<b>2,543,482.47</b>	<b>47,789.06</b>							<b>2,786,755.13</b>	<b>3,085,600.00</b>
<b>Property Expenses</b>														
Maintenance	125.00	1,445.00	2,542.81	1,100.00	1,829.59	1,453.86							8,496.26	25,000.00
Utilities	0.00	2,137.37	2,250.64	2,130.34	1,895.48	1,816.91							10,230.74	20,000.00
Property Insurance	1,454.00	0.00	0.00	0.00	0.00	0.00							1,454.00	2,000.00
Depreciation	7,454.00	7,454.00	7,454.00	7,454.00	7,454.00	7,454.00							44,724.00	100,000.00
<b>Total Property Expenses</b>	<b>9,033.00</b>	<b>11,036.37</b>	<b>12,247.45</b>	<b>10,684.34</b>	<b>11,179.07</b>	<b>10,724.77</b>							<b>64,905.00</b>	<b>147,000.00</b>

**SEQUOIA HEALTHCARE DISTRICT**  
Income Statements

Agenda Item No.3.b  
Board of Directors Meeting  
2/01/12

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 11-12
<b>Grant Expenses</b>														
Grant Admin Expenses	898.66	1,035.18	1,320.08	888.99	156.73	154.21							4,453.85	500.00
Grant Admin Payroll	3,503.54	8,046.91	5,711.10	3,799.99	3,799.00	3,798.04							28,658.58	49,500.00
Children's Health Initiative	675,000.00	0.00	0.00	0.00	0.00	0.00							675,000.00	1,350,000.00
SFSU Nursing Program	0.00	0.00	0.00	0.00	1,000,000.00	0.00							1,000,000.00	1,000,000.00
Samaritan House Grant	153,174.00	0.00	0.00	153,174.00	0.00	0.00							306,348.00	612,000.00
Other Grants	0.00	123.89	300.00	2,000.00	2,399.85	1,180.00							6,003.74	50,000.00
Sequoia Hospital Foundation	1,250,000.00	0.00	0.00	0.00	0.00	0.00							1,250,000.00	1,250,000.00
San Mateo Medical Ctr.	0.00	0.00	0.00	0.00	0.00	500,000.00							500,000.00	2,000,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00	0.00	0.00	0.00	0.00							0.00	250,000.00
Community Grants Program	0.00	0.00	0.00	0.00	0.00	0.00							0.00	1,250,000.00
<b>Total Grant Expenses</b>	<b>2,082,576.20</b>	<b>9,205.98</b>	<b>7,331.18</b>	<b>159,862.98</b>	<b>1,006,355.58</b>	<b>505,132.25</b>							<b>3,770,464.17</b>	<b>7,812,000.00</b>
<b>Program Expenses</b>														
HeartSafe Program	858.66	1,893.67	998.28	6,713.40	17,872.11	128.74							28,464.86	140,000.00
HeartSafe Payroll	4,168.61	11,124.65	6,849.19	4,566.14	3,774.78	4,140.40							34,623.77	60,000.00
School Health Initiative	26,381.72	324,362.31	1,417.54	8,444.71	61,134.38	51,328.34							473,069.00	2,250,000.00
School Health Payroll	8,400.60	17,287.53	15,078.19	10,052.11	10,645.66	10,054.00							71,518.09	130,000.00
<b>Total Expenses</b>	<b>2,183,234.74</b>	<b>422,491.80</b>	<b>107,776.63</b>	<b>232,555.24</b>	<b>3,654,444.05</b>	<b>629,297.56</b>							<b>7,229,800.02</b>	<b>13,434,600.00</b>
<b>Net Surplus/Loss</b>	<b>(2,092,191.43)</b>	<b>(403,094.13)</b>	<b>(150,699.47)</b>	<b>1,998,592.21</b>	<b>(406,597.97)</b>	<b>2,777,459.54</b>							<b>1,718,468.75</b>	<b>63,057.00</b>

## Mid-Year Budget Analysis

1. Income to –date is at 65 percent of annual goal. We have received both pension and EBIDA pay-outs and half of anticipated tax income. We expect an additional \$4.3 million dollars by fiscal year-end which will bring total income to \$13million dollars.

We therefore expect to miss achieving income goal by \$700,000. The two issues are EBIDA being \$400,000 less than budgeted and investment income expected to be \$300,000 less than budgeted.

2. Expenses to-date are at 54 percent of annual goal which has included full pension payment of \$2.5 million. We anticipate spending an additional \$6.2 million dollars and expenses should be within budget. The district had anticipated a modest net gain of \$63,000, so projections now stand that we will need to use \$637,000 of reserves to pay all expenses .This may be offset if District receives the more than \$600,000 this fiscal year that the State of California borrowed in 2010.
3. Administrative expenses are slightly under-budget and even compared to this time last year.

**State of the District Report to Board of Directors and Community Leaders**

**Sequoia Healthcare District: February 2012**

**Presented by Lee Michelson, CEO**

As we move in to 2012, Sequoia Healthcare District looks forward to another exciting year of serving the local residents of central and southern San Mateo County. Building a very successful 2011, the District is primed to move forward on several fronts.

Highlights of 2011 included:

1. The expansion of our Healthy School Initiative with new partnerships with the Menlo Park School District, Woodside school District and Los Lomitos School District as well as several nonprofit programs serving our school children. We were also fortunate to add Jennifer Gabet to our staff as coordinator of our school garden project manager.
2. The expansion of our HeartSafe program with our new emphasis on the life saving Lucas Device monitors that have saved several lives in our community. We were able to purchase and distribute six of these to local fire departments as well as install two new Code Blue towers.
3. The start of our own chronic disease management program with the first class held at Little House in Menlo Park with twelve participants. A second six week session has been scheduled starting March 1<sup>st</sup> at Sequoia health and Wellness in Redwood City.
4. Strategic planning and updating of our community grants program, which has led to better defining of our goals and priorities which hopefully will lead to more thoughtful decisions on which programs to fund. We are very pleased to announce that Tom Mohr, former president of Canada College has joined the committee.

The District remains financially strong and stable and we anticipate that we will remain so for several years to come. Property taxes remain in the \$8 million dollar a year range and now that we have paid off our pledge to Sequoia Hospital for the rebuild we are able to also use EBIDA funds to be used for community health. As a result our overall spending in this area has increased to more than \$10 million annually.

Investment income has declined and in future budgets, a portion of the EBIDA share may have to be designated for administrative overhead or alternatively a portion of our reserves can be designated for this purpose.

Our investment of our funds in the community support more than forty health service programs with these services offered in a number of settings including schools, at community centers and at non-profit locations. Our health partners serve more than 40,000 residents with more than half of these being children.

In addition to investing and monitoring funds we also use staff time and talent to play a role in shaping health policy and service through our involvement on many committees including Redwood City 2020, First 5 Commission and Get Healthy San Mateo County.

The District's commitment to the betterment of our resident's health has been recognized by several organizations and we have received rewards and public recognition.

Additionally, we remain committed to informing our taxpayers about our efforts and achievements and remain committed to an active communications program.

Lastly, our Board is engaged and active. Board members participated in Meals on Wheels delivery, served at St. Anthony's Padua Dining Hall, visited community agencies such as Shelter Network and attended several meetings and events.



## Healthy Schools Initiative

### Activity Summary for December 2011- January 2012

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#### *Pamela and Jennifer*

Working to narrow focus on priority areas (nutrition services, mental health, PE) by:

- Defining strategies for building capacity within the schools and the greater communities
- Exploring opportunities to collaborate and cooperate to effectively serve more residents, students, and staff, while maximizing all resources

**Marketing and Communications-** Improving marketing and communications by:

- Engaging Wellness Coordinators from each district in discussions and brainstorming sessions on marketing HSI within school communities
- Assuring messages about health, wellness, and HSI overall, is consistent.
  - Will emphasize link between health and academic achievement
  - Will communicate benefits of living a healthy lifestyle versus focusing on obesity.
- Brainstormed how the message should be most effectively delivered, understanding that messages need to be woven into the school day through existing channels
- New Tag-line Ideas: *What's your favorite?*
  - Supporting healthy school environments for optimal learning
  - Healthy (Bodies + Minds) = Better Learning
  - Healthy Bodies + Healthy Minds = Better Learning

**Program Development -** Improving program efficiency;

- Wellness Coordinators will develop a written action plan for the remainder of this year and next year. Plan will incorporate the needs, strategies, identified partners, champions, and measurable outcomes whenever possible
- Plan will help Coordinators develop their ideas, think critically and realistically how they will achieve their goals, and move to action.
- Qualitative, anecdotal evidence is acceptable and should also be collected whenever possible.

**PE for All-** Working with Serve the Peninsula, the current PE provider for the Redwood City School District, the Redwood City School District, and the Redwood City Parks and Recreation Department to develop a partnership to provide a comprehensive and sustainable program to expand physical education and physical activity to all K-5 students in the RWC School District to three days a week.

- Assisting partners in laying the foundation for the needs, metrics for evaluation, potential other funders, and avenues for implementation
- Partners will provide a written plan in Mid February and I will work with a small committee to help me assess feasibility and quality of proposal
- Aspects of the plan may be duplicated for implementation in the Belmont-Redwood Shores School District, where discussions are also underway

**Gardner Center-** JGC researchers are continue collecting HSI implementation data through a series of interviews and focus groups and interim findings will be shared with partners in fall 2012, with a final report and briefing in fall 2013.

**Healthy Schools Grantees-** Mid-year reports received by all grantees and site visits completed at several agencies. A full status report was emailed to each director in January;

- All but two organizations are on track in meeting or exceeding the goals and objectives outlined in their proposals, but may still be eligible to receive the remainder of their award, if they are on track by May
- School-based grants information sessions will be held on February 24 at 9a and February 27 at 4p. Deadlines for Letters of Intent will be March 13 with full proposals due April 18. The school based-grants committee meeting dates not yet determined, but will be during the month of March and again in April

**Nutrition Services**

- Jennifer has been active in meetings with stakeholders and reviewing programs/materials for use in HSI
- In collaboration with San Mateo County Health System and BANPAC, a Rethink Your Drink promotion plan is being developed for the spring
- Reviewing ways to improve school meal programs such as placement and display of produce and implementation of a second-chance breakfast program at a school in BRSSD, and gathering and analyzing nutrition education curricula for the school districts
- Continuing to research garden programs and best practices for garden-enhanced nutrition education.

**Presentations:**

- San Carlos PTA Coordinating Council with Mary Carbullido - presented an overview of Healthy Schools Initiative, Nutrition Manager role, and what PTA’s can do
- Mentored a dietetic intern for 3 weeks in December 2011 and assisted with program delivery. The intern developed and delivered garden-enhanced nutrition education presentations to all 6 SMART-E pre-school and afterschool program sites in San Carlos School District
- A parent nutrition education presentation for Belmont-Redwood Shores Footsteps afterschool program is scheduled for 1/26/12

**School District Reports (abridged)**

CSH Component Areas:	School Districts	Major accomplishment- Dec-January	# Impacted
Nutrition Services	Redwood City	Harvest of the Month - recruited 10 teachers from Henry Ford Elementary to teach Harvest of the Month using FREE activity kits.	300
	Belmont-Redwood Shores	Provided nutrition education via assemblies and classroom activities to all middle school students  Garden Nutrition Activities presented at all 6 SCSD after school programs and Heather Preschool.	800

	San Carlos	Partnered with Jennifer Gabet and HSI Intern Jessica Shipley to present hands-on activities and food tastings.	180
	Sequoia Union	Acquired a Get Healthy San Mateo County grant that will provide clean drinking water to all students at our district sites.	8200
<b>Physical Education/Activity</b>	Redwood City	Participating in meeting with Serve the Peninsula, RWC Parks and Rec, SHCD and RCSD to increase PE support in district.	
	Belmont-Redwood Shores	Grant team and a group of teachers are currently developing a PE curriculum tailored to the needs of BRSSD and aligning to state and national standards.	All k-5 students (2000)
	San Carlos	Installed walk/run path at Central Middle School, used each day by PE teachers	650
	Sequoia Union	Working with the PE SAC to support them in incorporating the Lifeskills curriculum, (e.g. providing education from the Dairy Council of California, and education about Rape Trauma Services).	2050
<b>Health Education</b>	Redwood City	Met with school nurses to discuss priorities in health education	
	Belmont-Redwood Shores	Grant team trained teachers to implement the Great Body Shop Health Education Curriculum in grades K-5	2,000 students 1,000 staff
	San Carlos	Nutrition Ed subcommittee met to plan a sustainable communication program to continue the message regarding healthy eating habits and nutrition awareness.	
	Sequoia Union	Facilitated the incorporation of suicide prevention education through Star Vista and Alateen education to all district schools via the Lifeskills curriculum.	2050
<b>Health Services</b>	Redwood City	Met with Ruth Brown to discuss health services for vision screening follow up and oral health services available to low-income families and secured K to College dental kits for students -next steps: develop distribution plan	1,000
	Belmont-Redwood Shores	RN and LVN are providing CPR/First Aid/AED training, Epi Pen and seizure training.	40 staff
	San Carlos	Implemented efficient parent notification system for incidences of contagious illnesses at schools.	Approx 3,000 families

	Sequoia Union	Collaborated with Sequoia Hospital on providing asthma education to the district's PE teachers.	
<b>Health Promotion for Staff</b>	Redwood City	Staff wellness project for Orion in collaboration with Dairy Council of CA	
	Belmont-Redwood Shores	Grant team organized a Pedometer Challenge at RSE to get staff moving.	100 staff
	San Carlos	Continue to offer free boot camp to SCS D employees (3 days per week).	130 staff
	Sequoia Union	Began planning for a district wide staff health fair for Fall, 2012.	800
<b>Counseling, psychological and social services</b>	Redwood City	Working with Sandra Portasio to develop coordinated approach to mental health services and continuity of care for high risk students.	
	Belmont-Redwood Shores	Working with the Cleo Eulau Center to implement Social Emotional Learning at Nesbit School.	90
	San Carlos	Collaboration with 4 district counselors to offer parent education events focused on anti-bullying, conflict resolution, and related topics.	
	Sequoia Union	Formed a mental health advisory committee (MAC), which consists of mental health representatives and guidance counselors from across the district. Formulated short and long term goals. This is the first time the district has come together as one mental health entity.	8200
<b>Safe and Healthy School Environment</b>	Redwood City	Continuing work with Dream Volunteers (Brian Buntz) to support his Champions Not Bullies project - teen presenters showing video followed by group discussion regarding anti-bullying. Plans also include parent education opportunities at each school site.	
	Belmont-Redwood Shores	Grant team conducts Conflict Management/Resolution training for 4 <sup>th</sup> and 5 <sup>th</sup> graders at several school sites.	500
	San Carlos	Ordered HeartSafe defibrillator for district office( all other school locations have them) and coordinating CPR re-training for district staff	130
	Sequoia Union	Initiated a district-wide effort to implement an updated emergency preparedness protocol and training for all key staff.	8200
<b>Family/Community Engagement</b>	Redwood City	Family Engagement leadership workshop held with community school coordinators and principals	

	Belmont-Redwood Shores	Worked with partners to provide parent education (open to all community) opportunities around stress management and positive discipline	600
	San Carlos	Met with San Carlos Garden Club to discuss partnership with SCSD schools. Plan to engage club members to build/update gardens at selected schools.	
	Sequoia Union	Facilitated partnership between Sequoia Hospital and Carlmont's SOS (Students Offering Support) program, to provide community outreach and health education to all RWC 4 <sup>th</sup> graders during a "Make Time for Fitness Day".	
<b>Marketing and Communications</b>	Redwood City	Began developing communications plan for Wellness Activities within District	9200
	Belmont-Redwood Shores	Completed a Newsletter last spring. Planning to launch a website in late-Spring 2012 as a health and wellness resource for the community	3000
	San Carlos	Continue to develop District Wellness website. Additions during this reporting period include: seasonal flu updates and information, district allergy policy.	3,000 families
	Sequoia Union	Met with the Principals at each school site to provide education about HSI, and incorporate changes to the school district web site to better market HSI's wellness efforts.	8200

## **HeartSafe Program**

### **Activity Summary for Dec 2011 & Jan 2012**

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#### **HeartSafe Region Task Force Meetings**

Attend and participate in regional planning and support.

#### **AED Maintenance of Existing Units (new batteries, electrodes, etc.)**

- 1) Boys and Girls Club of East Menlo Park
- 2) Boys and Girls Club of Redwood City
- 3) Carlmont HS
- 4) Fox Elementary
- 5) Central Middle School
- 6) San Carlos Corporation Yard
- 7) San Carlos Library (2 locations)
- 8) San Carlos City Hall
- 9) San Carlos Parks and Rec – Adult Community Center
- 10) San Carlos Parks and Rec – Kiwanis Building
- 11) San Carlos Parks and Rec – Youth Activity Center
- 12) Sequoia Healthcare District Office
- 13) Sequoia HS Teen Wellness Center
- 14) Sequoia Preschool and Kindergarten
- 15) Clifford Elementary School
- 16) Hawes School
- 17) Kennedy Middle School
- 18) McKinley Institute of Technology
- 19) Roy Cloud School
- 20) RWC School District Offices
- 21) San Mateo County Controller's Office

### **AED Placements In-Progress (application stage, site visits, etc)**

- 1) Redwood High School
- 2) San Carlos High School District Office
- 3) Daily Method Studios (two locations)
- 4) The Church of the Epiphany
- 5) Redwood City Lion's Club
- 6) Woodland School

### **Trainings**

- 1) County of San Mateo Environmental Health Department

### **Scheduled Trainings**

- 1) Sequoia HS District Offices
- 2) Woodside HS
- 3) Selby Lane School
- 4) Hoover School
- 5) San Mateo County Lions Club Guardian Angel Program

### **Miscellaneous**

- 1) The new Woodside Road (bicycle rest area) AED tower project continues to experience technical problems. Construction of the pad and placement of the tower was completed in mid September, but the technicians are experiencing communication issues.
- 2) We are ready to assist in the purchase of up to six new Lucas Device units to the fire departments/districts within our geographic area. We are still awaiting deployment recommendations from the fire chiefs. We are working directly with the EMS Chief.

A presentation will be made by Dr. Susan Ehrlich, San Mateo Medical Center

## Grants Committee Report

The Grants Committee has been meeting with representatives of Applied Survey Research for the purpose of revising our grants program for fiscal year 2011-12 and beyond. To date, three meetings were held and the following has resulted:

1. A revision of our grant guidelines with the biggest change allowing organizations to ask for and receive up to three grants and a maximum of \$250,000. In the past, organizations were restricted to one grant per cycle and a maximum of \$100,000.
2. A review of our funding priorities and the decision to focus on five areas: health literacy, prevention, food security, behavioral health and chronic disease management with specific health indicators under each area.
3. A revision of both our letter of intent form and application form with additional financial information required and in a more uniform manner.
4. An updating of our scoring system. We will move to a more uniform point system based on the application addressing health indicators and performance goals.
5. New monitoring procedures including a nine month review of repeat grants.

Informational meetings are scheduled for February 10 and 13<sup>th</sup> and the committee will meet again on March 2<sup>nd</sup> to review letters of intent.