



**Sequoia
Healthcare
District**

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Redwood City, CA 94063

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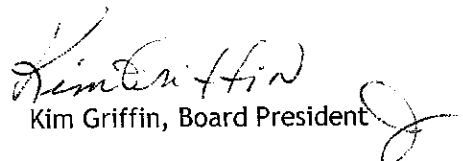
**A G E N D A
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
4:30, Wednesday, June 6, 2012, Conference Room
525 Veterans Boulevard
Redwood City, CA 94063**

1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items*
- ACTION 3. Consent Calendar - President Griffin
 - a. Approve April 4, 2012 Regular Meeting Minutes
 - b. Approve May 2, 2012 Special Meeting Minutes
 - c. Accept March and April 2012 Financial Statements
4. CEO & Staff Reports - Mr. Michelson
 - Healthy Schools - Ms. Kurtzman
 - HeartSafe - Mr. Nielsen
- ACTION 5. New Business
 - a. Adopt Resolution 12-1 Adopting Provisions For Healthcare District General Election - Mr. Willig
 - ACTION b. Consider Three Year Grant Request From Ravenswood Family Health Center for \$500,000 a Year for 2012-13, 2013-14 & 2014-15: Ms. Luisa Bauda
 - ACTION c. Healthy Schools Gardner Center Update - Ms. Kurtzman
 - ACTION d. Consider New Board Policy Regarding Capital Projects - Directors Shefren & Faro
 - ACTION e. Consider Audit Proposal to Provide Additional Services - Mr. Michelson
 - ACTION f. Consider Grant Request From Sequoia Hospital Foundation for New Community Based Partnership: Ms. JoAnn Kemist
 - ACTION g. Consider Adoption of Proposed Budget for Fiscal Year Ending June 30, 2013 - Mr. Michelson
 - ACTION h. Ratification of 2011-12 Grant to Pathways - Director Shefren
6. Adjourn. The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, August 4, 2010, District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063

*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.


Kim Griffin, Board President

MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
April 4, 2012
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

Directors Present

Director Faro
Director Griffin
Director Hickey
Director Kane
Director Shefren

Directors Excused

Also Present

Mr. Michelson, CEO
Mr. Hudak, Legal Counsel
Ms. Johnson, Recorder

1. Call to Order

By: President Griffin
Time: 4:30pm

2. Public Comment/Non-Agenda Items

JoAnn Kemist of Sequoia Hospital Foundation congratulated the Board for collaborating with community partners to provide many successful programs to District residents.

Director Faro stated a recent letter to the media from Director Hickey contains many misstatements and is politically motivated.

3.a. - 3.b. Consent Calendar

Director Hickey requested removal of items 3.a and 3.b from the Consent Calendar.

Citing the February 1st minutes, Director Hickey provided a statement of grievance that the minutes are arbitrary and discriminatory.

Motion: To approve agenda item 3.a Minutes of February 1, 2012 meeting.

By: Director Shefren

Seconded by: Director Kane

Vote: 4-1 with Director Hickey opposed

Motion Passed

Director Hickey said that payments reported on the cash distribution report for March indicate that line items for web site maintenance and grants administration are over budget and payments made to recipients of District grants are not reflected on the income statement.

Motion: To approve agenda item 3.b January and February 2012 financial statements.

By: Director Faro

Seconded by: Director Kane

Vote: 4-1 with Director Hickey opposed

Motion Passed

4. CEO Report

Mr. Michelson reported that SFSU has made adjustments to its criteria which will allow more students who are District residents to enroll in the nursing program.

The workshops on chronic disease management have been well received.

Healthy Schools Initiative: In addition to Ms. Kurtzman's written report, a presentation will be made later in the meeting.

HeartSafe: Mr. Nielsen reported that the eight new Lucas Devices are now in place. If next fiscal year's budget allows, additional units will be provided to San Carlos, Belmont and Redwood City Fire Departments.

President Griffin announced that at this time she will move to Agenda Item f.

5.f Recognition of Director Kathleen Kane upon her 20th year of service to Sequoia Healthcare District

On behalf of the District Board and staff, President Griffin thanked Director Kane for her 20 years of service to Sequoia Healthcare District.

JoAnn Kemist spoke to the many accomplishments of Director Kane through her service on the Board and extended thanks on behalf of Sequoia Hospital and the Foundation.

Tom Peterson, Executive Director of ACHD, spoke to the challenges of healthcare in the current economic climate and thanked Director Kane for her support and hard work to ACHD.

Supervisor Don Horsley read a proclamation from the Board of Supervisors thanking Director Kane for her service and support to the entire San Mateo County community.

Director Hickey thanked Director Kane for her work on the Development Agreement with Catholic Healthcare West and the transfer of Sequoia Hospital.

Kitty Lopez of Samaritan House cited the efforts of Director Kane in the establishment of the Redwood City Clinic.

Pat Brown of Redwood City 2020 thanked Director Kane for her belief in the value of working together as a community.

Director Kane extended her thanks stating that serving on the District Board has been a very rewarding experience.

5.a Consider Grant Request of \$60,000 to Support San Mateo Mental Health Assessment and Referral Team (SMART) Program for Fiscal Year 2012-13

President Griffin noted the importance of this program keeping psychiatric patients out of the hospital emergency rooms and out of jail. The grant request represents half of the annual cost for this program.

Motion: To approve a grant of \$60,000 to the SMART program for fiscal year 2012-13.

By: Director Griffin

Seconded by: Director Kane

Vote: 4-1 with Director Hickey opposed

Motion Passed

5.b Consider Proposal From Vavrinek, Trine, Day & Co. LLP to Provide Audit Services for Fiscal Years Ending 2012 and 2013

Motion: To accept the proposal from Vavrinek, Trine, Day to provide audit services for fiscal years ending 2012 and 2013.

By: Director Kane

Seconded by: Director Griffin

Vote: 5-0

Motion Passed

5.c Grants Committee Report

Mr. Michelson introduced, Ms. Colving-Amir of ASR Consulting, who met several times with the Grants Committee. She provided information and explained the new giving priorities, results matrix for the priority areas, scoring sheet and revised letter of intent and application form.

5.d Presentation on Physical Education Program

Ms. Kurtzman noted that the mission of the Healthy Schools Initiative is to support school wellness efforts and to encourage partnerships and coordination of services. In addition to herself and Jennifer Gabet, she introduced Andrea Garen, Wellness Coordinator, Redwood City School District; Anthony Mejia, Director, Peninsula Community Center; Adilah Haqq-Smith, Director, Afterschool Programs, Redwood City Parks, Recreation, and Community Services.

Ms. Kurtzman explained the components of the proposed program that would provide physical education two days a week to more than 5,000 students in ten elementary schools beginning 2012-2013 with plans to expand to three days per week at all 14 RWCS elementary schools. Collaborating with other community organizations to provide PE programs is cost-effective, allowing the schools to leverage their funds to expand services.

The projected annual program costs for Year 1 are \$602,000 with \$160,000 coming from existing PE funds which are part of the overall Healthy School Initiative budget. More detailed information will be provided to the Board for consideration at the next meeting.

5.e. Authorize Board President to Appoint an Ad Hoc Committee to Conduct a Performance Review of Mr. Michelson and Negotiate Modifications to his Contract, if Appropriate

This agenda item is being presented for Board consideration as it is a different approach than used in the past.

Motion: To authorize President Griffin to appoint an ad hoc committee to conduct performance review and negotiate modifications to Mr. Michelson's contract, if appropriate.

By: Director Faro

Seconded by: Director Kane.

Vote: 5-0

Motion Passed

A special meeting of the Board was set for Wednesday, May 2, at 2:00 to review grant requests.

6. Adjourn

Motion: At 6:00 adjourn meeting.

By: Director Kane

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, June 1, 2011, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kathleen Kane, Secretary

<p style="text-align: center;">MINUTES OF SPECIAL MEETING BOARD OF DIRECTORS SEQUOIA HEALTHCARE DISTRICT May 2, 2012 Conference Room, 525 Veterans Boulevard Redwood City, CA 94063</p>		
<p><u>Directors Present</u> Director Faro Director Griffin Director Hickey Director Kane Director Shefren</p>	<p><u>Directors Excused</u></p>	<p><u>Also Present</u> Mr. Michelson, CEO Mr. Hudak, Legal Counsel Ms. Johnson, Recorder</p>
<p style="text-align: center;"><u>1. Call to Order</u></p> <p>By: President Griffin Time: 2:00pm</p>		
<p style="text-align: center;"><u>2. Public Comment/Non-Agenda Items</u></p> <p>There was no comment on non-agenda items.</p> <p>President Griffin announced that at this time she will move to Agenda Item 3.c.</p>		
<p style="text-align: center;"><u>3.c. Request to Approve School Health Initiative Budget for 2012-2013 of \$2.9 Million</u></p> <p>Ms. Kurtzman reported that the School Gardens and Nutrition Project component of the SHI budget is projected at \$175,000 with oversight by Jennifer Gabet as Project Director. The PE project presented at last month's meeting will require an increase of \$502,000 to the original budget. The programs will not require that additional staff be hired for the District.</p> <p>Motion: To approve School Health Initiative budget for 2012-2013 of \$2.9 million. By: Director Griffin Seconded by: Director Shefren Vote: 4-1 with Director Hickey opposed Motion Passed</p>		
<p style="text-align: center;"><u>3.d. Presentation: Ravenswood Family Health Center Operational Expansion</u></p> <p>Ms. Luisa Bauda outlined a three year project to maintain operational efficiencies, integrate a full-time bilingual pharmacist and increase clinical effectiveness of the Ravenswood Family Health Center. In 2011 the clinic provided services to 2,404 District residents at \$1.6 million and 1,424 uninsured District residents at \$944,000 with total expenditures by RFHC of \$1.882 million and \$1.116 million, respectively.</p> <p>At next month's District board meeting, a formal request will be presented for a \$500,000 grant for three years to support clinic operations and expansion of services provided to the District residents served.</p>		
<p style="text-align: center;"><u>3.b. Discussion on Setting Policies and Procedures Related to Capital Grants</u></p> <p>Director Shefren would like the Board to consider establishing a policy regarding grants to nonprofit organizations for capital investments. The District's main focus has been to grant funds to nonprofits to provide health related services to District residents and not for capital improvements for nonprofits. Directors Faro and Shefren will develop a proposal for internal and external guidelines to be considered by the Board at the next meeting.</p>		

**3.g. Presentation by Sequoia Hospital Foundation on New
Community Based Partnership**

JoAnn Kemist of the Foundation and Bill Graham of Sequoia Hospital discussed the purpose of the partnership, which is to design and implement a program to assist at-risk residents to understand and manage their health conditions. The program will assist physicians, community organizations, hospital staff and residents to coordinate efforts through a range of services.

A formal grant request will be made at the next board meeting for an estimated \$1.552 million and will include a scope of potential services and users of the program and the number of District residents who would benefit from such a program.

**3.b Request From Samaritan House To Continue Funding For Redwood City
Free Clinic To FYE 6/30/13 Including Additional Support for X-Rays**

Ms. Kitty Lopez, Executive Director of Samaritan House thanked the Board for its continued support. She introduced Dr. Wong, Medical Director of Samaritan House Free Clinic of Redwood City. Dr. Wong reported that for calendar year 2011, the clinic had 4,755 medical visits and 1,026 dental visits with an average clinic cost of \$125/visit. In addition to the funds provided by the District and other sources, the clinic had 2,449 physician-volunteer hours and 6,009 other-volunteer hours last year.

Current District funding is \$612,696 annually and Ms. Lopez asked the Board to consider increasing its current grant to cover an additional \$35,000 for radiology expenses due to a California Advanced Imaging Medical Associates (CAIMA) decision to cap pro bono readings for the clinics, thereby creating a shortfall in budget for the Redwood City clinic.

Motion: To approve a grant for 2012-2013 to Samaritan House to \$650,000.

By: Director Griffin

Seconded by: Director Faro

Discussion: Director Shefren suggested Ms. Lopez remind CAIMA that the District provided funding for the new Breast Health facility at Sequoia Hospital which allowed the radiology group to expand their services.

Motion: To amend the motion to approve a grant for 2012-2013 to Samaritan House for \$612,696.

By: Director Griffin

Seconded by: Director Kane

Vote: 4-1 with Director Hickey opposed

Motion Passed

**3.a. Community Grants Program: Approve Programs Recommended
For Funding 2012/2013**

Mr. Michelson reported that 40 grant applications were reviewed this year totaling in excess of \$4 million. He provided information on the Grants Committee review process stating that the committee is requesting funding for 29 agencies totaling \$1.34 million, exceeding last year's budget by \$90,000. Mr. Michelson noted that the request for Second Harvest Food Bank is \$90,000 not \$100,000.

Director Hickey asked that that grants to Planned Parenthood, Catholic Charities and St. Anthony's Padua be removed from consideration. Director Hickey also asked that grantees be directed to place their 990 Forms on their website.

Motion: To approve \$1.34 million to the 29 non-profit agencies recommended by the Grants Review Committee.

By: Director Faro

Seconded by: Director Shefren

Vote: 4-1 with Director Hickey opposed

Motion Passed

A listing of agencies and grant amounts are attached to these minutes.

3.f. Request From San Mateo Medical Center to Continue to Support Operational Needs of South County Clinics at \$2 Million for Fiscal Year 2012-13

Dr. Susan Ehrlich, CEO of San Mateo Medical Center, introduced Mr. Jonathan Messinger, Manager of the Fair Oaks Clinic and Dr. Jeanette Aviles, Medical Director and practicing physician of the Fair Oaks Clinic. Dr. Ehrlich thanked the District for grants totaling \$13.5 million in the past 5 years.

The Fair Oaks Clinic provides primary medical care, perinatal care and management of chronic diseases. Virtually all Fair Oaks Clinic patients live within the Sequoia Healthcare District boundaries. The District's current grant of \$2 million enables about 830 uninsured patients to receive care at the Fair Oaks Clinic.

Motion: To approve continuing the grant to San Mateo County Medical Clinic for 2012-2013 at \$2 million.

By: Director Faro

Seconded by: Director Shefren

Discussion: President Griffin noted that this round of grants was difficult and did a lot of belt tightening. More people asking for money and suggested grant request be reduced to \$1.5 million.

Vote: 3-1-1 with Director Hickey opposed and President Griffin abstaining

Motion Passed

President Griffin stated that in the future she would like the Board to consider decreasing grants to SMMC in order to accommodate funding other non-profit grant requests.

4. Adjourn

Motion: At 4:00 adjourn meeting.

By: Director Kane

Seconded by: Director Faro

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, June 6, 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
ASSETS												
Current Assets												
Cash (WF-MNA)	1,559,267.00	2,184,975.87	1,485,584.27	1,236,003.40	2,686,884.27	4,687,778.98	3,688,976.08	3,790,013.08	3,481,082.52	\$ 4,897,012.14		
Cash (WF)	73,107.80	68,080.49	48,975.62	2,238,528.70	408,450.37	1,156,975.20	55,771.93	124,784.91	82,989.25	128,946.77		
Cash from Investments	220,467.70	220,467.70	220,467.70	220,467.70	651,040.70	651,040.70	651,040.70	651,040.70	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	14,032,816.42	14,040,284.42	14,043,319.42	14,067,692.09		
Accounts Receivable	975.43	0.00	0.00	0.00	0.00	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	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	19,050,941.13	19,228,459.11	18,880,767.89	20,367,027.70		
Property, Plant & Equipment												
Land	138,927.00	138,927.00	138,927.00	138,927.00	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	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	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	514,274.57	514,274.57	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	215,113.29	215,113.29	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	63,107.05	63,107.05	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	31,428.91	31,428.91	31,428.91	31,428.91		
Accumulated Depreciation	(1,412,058.96)	(1,419,512.96)	(1,426,966.96)	(1,434,420.96)	(1,441,874.96)	(1,449,328.96)	(1,456,782.96)	(1,464,236.96)	(1,464,236.96)	(1,479,144.96)		
Net Property/Plant/Equipment	952,227.77	947,492.21	940,488.21	933,034.21	914,516.21	907,062.21	899,608.21	892,154.21	892,154.21	877,246.21		
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	19,950,549.34	20,120,613.32	19,765,468.10	21,244,273.91		
LIABILITIES & FUND BALANCE												
Current Liabilities												
Deposit Payable	3,165.00	3,165.00	3,165.00	3,165.00	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	32,243.76	32,243.76	32,243.76	32,243.76		
Deferred Revenue	622,336.00	622,336.00	622,336.00	622,336.00	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	657,744.76	657,744.76	657,744.76	657,744.76		
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	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	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	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)	(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	498,706.58	668,770.56	313,625.34	1,792,431.15		
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	19,202,804.58	19,462,868.56	19,107,723.34	20,586,529.15		
Total Liabilities & Fund Balance	19,270,545.89	18,399,393.44	17,623,693.97	19,622,286.18	19,215,351.97	21,987,811.51	19,950,941.13	20,120,613.32	19,765,468.10	21,244,273.91		

SEQUOIA HEALTHCARE DISTRICT
Income Statements

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 11-12
INCOME														
Rental Income	3,164.70	3,291.29	3,291.29	3,291.17	3,291.17	3,291.29	6,582.58	0.00	3,291.29	3,291.19			32,785.97	39,490.00
Tax Revenue	0.00	0.95	3,367.65	3,340.78	766,753.58	3,367,066.60	28,229.53	357,986.55	42,573.33	2,656,439.24			7,225,756.21	7,950,000.00
Investment Income	87,043.00	15,377.00	(50,195.00)	66,074.00	(23,137.17)	30,494.00	70,198.00	8,968.00	3,035.00	24,876.00			232,728.83	600,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	2,158,000.00	0.00	0.00	0.00	0.00	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	1,203.99	1,039.25	1,071.09	928.23			8,709.03	7,600.00
Pension Income	0.00	0.00	0.00	0.00	2,500,000.00	0.00	0.00	0.00	0.00	0.00			2,500,000.00	2,500,000.00
Total Income	91,043.31	19,397.67	(42,922.84)	2,231,147.45	3,247,846.08	3,401,757.10	106,214.10	367,993.80	49,970.71	2,685,534.66			12,157,982.04	13,697,090.00
EXPENSES														
Administrative Expenses														
Admin. Expense	306.76	454.79	593.68	426.80	467.82	468.92	441.34	777.58	686.07	523.22			5,146.98	12,500.00
Admin. Payroll	13,842.85	25,640.56	22,544.16	14,557.78	14,557.80	14,557.80	17,160.65	15,302.00	23,881.43	15,184.39			177,229.42	197,500.00
Board Health Insurance	2,895.79	2,895.79	7,101.49	2,895.79	2,895.79	2,980.24	10,158.74	5,061.59	2,958.74	3,268.94			43,112.90	72,000.00
Employee Health Insurance	1,996.14	2,660.58	2,550.00	1,996.12	2,660.32	1,223.63	1,637.63	2,264.56	2,046.86	1,577.62			20,713.46	29,000.00
Employee Retirement Benefit	1,051.33	2,207.02	1,760.28	1,157.10	1,288.16	1,266.00	1,266.00	1,266.00	1,954.61	1,270.62			14,487.12	15,000.00
Investment Fees	0.00	1,500.02	13,246.59	0.00	(1,709.42)	12,204.79	0.00	1,500.00	12,252.81	503.33			39,498.12	60,000.00
Office Supplies/Equip Maint	71.04	1,013.40	356.95	631.97	689.41	608.00	107.37	311.40	418.56	553.86			4,761.96	7,500.00
Purchase Services	0.00	0.00	0.00	0.00	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	9,000.00	0.00	0.00	0.00			17,000.00	17,500.00
Board Expense	0.00	52.05	0.00	160.00	0.00	14.30	475.18	21.32	0.00	309.27			1,032.12	10,000.00
Associations/Membership	0.00	15,000.00	0.00	0.00	0.00	0.00	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	500.00	1,242.40	500.00	500.00			23,805.66	20,000.00
Public Relations	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,599.00			42,399.00	50,000.00
Web Site/IT	865.00	700.02	365.00	365.00	365.00	365.00	365.00	365.00	14,865.00	730.00			19,350.02	15,000.00
Pension Plan	0.00	0.00	0.00	0.00	2,500,000.00	0.00	0.00	0.00	0.00	0.00			2,500,000.00	2,500,000.00
Insurance/D&O	26,387.04	(9,762.44)	100.00	0.00	1,658.58	1,022.43	(504.71)	1,278.57	0.00	0.00			20,379.47	23,000.00
Election Fees	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00			5,988.00	8,000.00
Legal Fees	0.00	509.50	2,536.65	555.75	2,131.00	2,389.95	3,548.25	483.00	1,527.75	1,048.00			14,729.85	30,000.00
Bank Fees	0.00	10.00	0.00	0.00	0.00	0.00	0.00	31.00	0.00	(10.02)			30.98	100.00
Total Admin. Expenses	51,815.95	47,581.29	63,854.80	32,231.56	2,543,482.47	47,789.06	48,355.45	34,104.42	65,291.83	30,158.23			2,964,665.06	3,085,600.00
Property Expenses														
Maintenance	125.00	1,445.00	2,542.81	1,100.00	1,829.59	1,453.86	2,424.31	1,004.99	1,745.64	2,708.21			16,379.41	25,000.00
Utilities	0.00	2,137.37	2,250.64	2,130.34	1,895.48	1,816.91	1,577.82	1,626.36	2,194.08	1,736.08			17,365.08	20,000.00
Property Insurance	1,454.00	0.00	0.00	0.00	0.00	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	7,454.00	7,454.00	7,454.00	7,454.00			74,540.00	100,000.00
Total Property Expenses	9,033.00	11,036.37	12,247.45	10,684.34	11,179.07	10,724.77	11,456.13	10,085.35	11,393.72	11,898.29			109,738.49	147,000.00

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.b
Board of Directors Meeting
6/06/12

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 11-12
Grant Expenses														
Grant Admin Expenses	898.66	1,035.18	1,320.08	888.99	156.73	154.21	337.24	158.85	15,601.59	147.48			20,699.01	500.00
Grant Admin Payroll	3,503.54	8,046.91	5,711.10	3,799.99	3,799.00	3,798.04	4,095.12	3,955.14	5,932.77	3,955.27			46,596.88	49,500.00
Children's Health Initiative	675,000.00	0.00	0.00	0.00	0.00	0.00	675,000.00	0.00	0.00	0.00			1,350,000.00	1,350,000.00
SFSU Nursing Program	0.00	0.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	0.00	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	153,174.00	0.00	0.00	153,174.00			612,696.00	612,000.00
Other Grants	0.00	123.89	300.00	2,000.00	2,399.85	1,180.00	2,618.77	3,438.63	2,436.79	4,641.84			19,139.77	50,000.00
Sequoia Hospital Foundation	1,250,000.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	500,000.00			1,000,000.00	2,000,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00			125,000.00	250,000.00
Community Grants Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	1,250,000.00
Total Grant Expenses	2,082,576.20	9,205.98	7,331.18	159,862.98	1,006,355.58	505,132.25	835,225.13	7,552.62	23,971.15	786,918.59			5,424,131.66	7,812,000.00
Program Expenses														
HeartSafe Program	858.66	1,893.67	998.28	6,713.40	17,872.11	128.74	5,525.95	3,326.65	1,369.11	178.23			38,864.80	140,000.00
HeartSafe Payroll	4,168.61	11,124.65	6,849.19	4,566.14	3,774.78	4,140.40	4,332.70	4,292.69	6,134.54	4,264.58			53,648.28	60,000.00
School Health Initiative	26,381.72	324,362.31	1,417.54	8,444.71	61,134.38	51,328.34	410,546.48	128,323.20	281,407.60	363,257.13			1,656,603.41	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	10,534.43	10,244.89	15,547.98	10,053.80			117,899.19	130,000.00
Total Program Expenses	39,809.59	354,668.16	24,343.20	29,776.36	93,426.93	65,651.48	430,939.56	146,187.43	304,459.23	377,753.74			1,867,015.68	2,580,000.00
Total Expenses	2,183,234.74	422,491.80	107,776.63	232,555.24	3,654,444.05	629,297.56	1,325,976.27	197,929.82	304,459.23	1,206,728.85			10,365,550.89	13,624,600.00
Net Surplus/Loss	(2,092,191.43)	(403,094.13)	(150,699.47)	1,998,592.21	(406,597.97)	2,772,459.54	(1,219,762.17)	170,063.98	(355,145.22)	1,478,805.81			1,792,431.15	63,057.00

CEO Report – June 2012

1. Grants administration- The organizations that will receive grants for fiscal year 2012-13 have been notified and we are receiving back signed agreements. There will not be a reception this year so checks will be mailed by June 30. The grantees for the period of 2011-12 owe final grant reports by the end of July. A summary of these reports will be distributed to the Board in August.
2. Chronic Condition Management- We have now completed three six week workshops with a fourth scheduled at the San Carlos Senior Center starting June 27th. The classes have been well received by the 30 participants to-date.
3. Samaritan House- the District was recognized for our annual support of the Redwood City Clinic at Samaritan House's Annual Gala. We were also recognized by the Redwood City Education at their event.
4. ACHD Conference- I attended the annual ACHD Conference in May. Also attending this year were Pamela Kurtzman and Jennifer Gabet who were asked to present a workshop on our Healthy Schools Initiative.
5. Special District Meeting- I made a presentation on the District at the last Special District's meeting. In addition I was a panelist at the Sustainable San Mateo County Indicators Lunch.
6. SAL Soccer Program- the District offered blood pressure screening to the players and parents of the SAL Soccer Program. Board member Kim Griffin and her husband Mike participated along with nursing students from our SFSU/Canada College program. More than 100 participants were screened.
7. Senior Roundtable- I will be the featured speaker at the May 31st program attended by area service providers serving our elderly population. I will discuss the District's support for senior health programs including Meals on Wheels.
8. Community activities included 2nd Harvest, Redwood City 2020, Young Dreamers, CORA, and First 5.

HeartSafe Program

Activity Summary for April & May 2012

HeartSafe Region Task Force Meetings

Attend and participate in regional planning and support

American Heart Association

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

- 1) Sequoia High School District Offices
- 2) Red Morton Community Center
- 3) CAB Community Center
- 4) Griffin Field
- 5) Becht Ball Field
- 6) Herkner Pool
- 7) Veterans Memorial Senior Center
- 8) First Chance Belmont
- 9) Clifford School

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

- 1) The Church of the Epiphany
- 2) Redwood City Fire Department
- 3) Woodland School

AED / CPR and In-Service Trainings

- 1) Nesbitt School
- 2) Woodland School
- 3) San Mateo County Lions Club Guardian Angel Program (2nd session)
- 4) Congregation of Jehovah's Witnesses

Scheduled Trainings

- 1) Hands-Only CPR Regional Training / American Heart Association



Healthy Schools Initiative

Activity Summary for April- May 2012

Pamela

Program Development-

- Presented with Jennifer and Lee on the Healthy Schools Initiative at the ACHD Conference on May 9
- Next steps for PE: Thanks, again, to the SHD Board Directors for their approval of the PE for Redwood City Schools Program, which will be re-named, "PE Plus". The Program Director at PCC is currently working on expanding PE curriculum to incorporate the new state PE standards, integrate nutrition education (working with Jennifer), and planning for "Team" (staff) trainings which will take place over the summer. Parks and Recreation staff are beginning to hire additional PE Team members and is working with PCC to coordinate the training schedule.
- Next steps for garden grant: Jennifer and I will work together this week to develop the MOU for the garden partnership.

Planning an all-day retreat with Jennifer and the Wellness Coordinators in June to develop their strategic work plans for the 2012/2013 school year. Special attention will be given to the areas of marketing HSI within their schools and leveraging resources and developing collaborations with their Education Foundations and Parent-Teacher Organizations.

- Website Update: We anticipate a launch of the new HSI webpage on June 30

Gardner Center- JGC researchers will provide an update of their work to the SHCD Board members at the June 6th Board Meeting.

Healthy Schools Grantees- We received a total of 27 applications totaling \$946,500. Twenty-two applicants were invited to submit a full proposal. Of those, 13 organizations were chosen for funding totaling \$275,000.

The decision making process for the grants was different from last year. Rather than utilizing a grants committee as was done last year, I chose to work with Wellness Coordinators individually to review applications relative to their school districts. We assessed each proposal to determine how well the proposed programs aligned with HSI's overall initiative as well as the organization's capacity to impact district-wide programs. We then looked at how well the proposed programs aligned with the priority and needs of each of the schools in which they proposed to provide services. On Lee's suggestion, we limited funding to organizations serving RWC schools since we have allocated much of our school health resources to RCSD this year. A majority of funds were provided to agencies serving SUHSD for health education and mental health services. Below is a list of the awardees for the 2012-13 grants cycle:

1. Adolescent Counseling Services- On Campus-Counseling Program- \$30,000
2. Arbor Bay School- counseling services provided by StarVista- \$8,000
3. Cleo Eulau Center- Collaborative Counseling Program- \$35,000
4. CSM Consulting- Parent Education Series- \$15,000
5. Young Dreamers- Champions Not Bullies- \$7,500

6. Footsteps Childcare- Healthy, Active, Play, Environments (HAPE)- \$8,500
7. Mary Meta Lazarus Child Development Center- Healthy Eats, Active Feet- \$9,500
8. Sequoia Community Day School Green Street Academy- Life Skills Program-\$ 25,000
9. StarVista- Children's Place- \$25,000
10. Teen Parent Program at Redwood- 6,500
11. Training and Health Education Center for Youth (CFY)- Life Skills Program- \$40,000
12. Woodside High School- Counseling and Advocacy for Teens- \$40,000

Jennifer- Nutrition Services:

Events:

- Family Safety Day in San Carlos with Kiwanis Club (4/28/12) - San Carlos School District table with Rethink Your Drink information, fruit-flavored water tasting, and Rethink Your Drink Wristbands.
- Make Time for Fitness, Red Morton Park - Redwood City School District 4th Grade Fieldtrip (5/16/12).

Presentations:

- Sequoia Healthcare District Board Meeting - Nutrition in PE for Redwood City School District proposal with Pamela and providers (4/4/12).
- Redwood City Garden Network Meeting (5/7/12) - update on the 1-2-3 Let's Grow! Project.
- Association of California Healthcare Districts Conference (5/9/12) - Healthy Schools Initiative Nutrition and Garden presentation with Pamela Kurtzman.
- Daly City Peninsula Partnership Collaborative (5/4/12) - Sugar Savvy/Rethink Your Drink.
- Get Healthy San Mateo County at San Mateo Public Library (5/18/12) - Sugar Savvy/Rethink Your Drink.

Facilitated Meetings:

- HSI School Garden Planning Grant Meeting (4/10/12).

Grantee Site Visit & Observation:

- Redwood High Teen Parent Program - Cooking and Nutrition Grant (5/2/12).

Other Meetings and Committees:

- Redwood City School District Wellness Committee (4/10/12 and 5/8/12).
- San Carlos School District Wellness Committee (5/2/12).
- San Mateo County Food System Alliance (5/22/12) and Farm to Institution Subcommittee (5/25/12).

Written Materials:

- 1-2-3 Let's GROW! Proposal - School Garden Grant

Program Development:

- Completed nutrition education in PE proposal and began development of the curriculum for next year in collaboration with Victor Hernandez from PCC.
- Obtained Rethink Your Drink wristbands for Redwood City, Belmont-Redwood Shores, and San Carlos School District as part of the Rethink Your Drink campaign.
- Assisted HAPE grantee with connection to San Carlos School District SMART-E program.
- Assisted with planning and development of a school garden at Hawes Elementary School, RCSD. Build day planned for June 9, 2012.

Professional Development:

- Chamber Leadership Program (4/20/12 and 5/11/12).

School District Reports (abridged)

CSH Component Areas:	School Districts	Major accomplishment- April-May
Nutrition Services	Redwood City	<ul style="list-style-type: none"> Rodriquez (CSC) and Don Dias at Hawes to implement garden at Hawes Make Time for Fitness Activity Workbooks - healthy eating lessons Make Time for Fitness - conducted 9 teacher meetings and participated in event
	Belmont-Redwood Shores	Hot lunch contract awarded to Kid Chow. Kid chow offers only fresh, organic, locally grown and healthy food choices that kids love.
	San Carlos	<p>Collective Roots offered Fresh Fest - 5-week cooking and nutrition classes at Central Middle School and Brittan Acres School.</p> <p>“Rethink Your Drink” campaign launched at Kiwanis Child Safety Day. First Child Safety Day offered by San Carlos Kiwanis Club. Event included Bike Rodeo, Child Seat Safety Checks. SCSD partnered with Driveless Challenge program. Spa water samples and Rethink Your Drink giveaways provided by SHCD.</p> <p>Rethink Your Drink wristbands to be distributed through the PE Programs at Central Middle School and Tierra Linda Middle School. Idea to encourage healthy drink choices as the summer “warms up”</p>
	Sequoia Union	<ol style="list-style-type: none"> Continuing site visits at lunch time to assess site-specific needs. Assessed the needs of the SUHSD nutrition dept. for best use of \$2,000 of SHD funds. <p>Supporting the efforts of the Food Advisory Committee with the GHSMC water grant, and the student lead “Lines and Signs” project.</p>
Physical Education/Activity	Redwood City	1. PE Plus program - partnership btw Serve the Peninsula, & Parks and Rec - school notified and program development beginning
	Belmont-Redwood Shores	<p>Grant team and teachers are developing a PE curriculum tailored to the needs of BRSSD and aligning to state and national standards.</p> <p>Plans to print curriculum in June 2012</p>
	San Carlos	HAPE Program to offer staff training in preparation for next school year.
	Sequoia Union	<ol style="list-style-type: none"> Participated in the Sequoia Stampede on 4/14, and spoke with the organizers about planning an intra-district fundraising event. Continuing to follow-up on the Sequoia Hospital sponsored asthma ed program at each site.
Health Education	Redwood City	1. Attended reception for school district nurses and nursing students from SFSU - hosted by UCCE

	Belmont-Redwood Shores	<ol style="list-style-type: none"> 1. Teen Talk at Ralston Middle School 2. Updating Adolescent Development for 5th grade
	San Carlos	Continue to revise and create nutrition-related fliers and information pieces that align with SCSD Wellness administrative regulations
	Sequoia Union	<ol style="list-style-type: none"> 1. Coordinating a collaboration between the LifeSkills program and Center For Youth (CFY) at Sequoia HS and M-A to provide additional support and training re: mental health issues and drug/alcohol education. 2. Met with Stanford M.D.s, CFY, and the Health Careers Academy (HCA) staff regarding institution of a study which will train teens as "diabetes coaches". 1. Initiating efforts to bring Kaiser's "Secrets" presentation to each site (HIV and STI education).
Nursing/ Health Services	Redwood City	<ol style="list-style-type: none"> 1. Implemented Tdap protocol for 2011-12: vaccine deadline June 1, 2012; sent communications to middle school principals, nurses and school staff. 2. Big Smiles Dental program - MOU review process underway (meeting w/ Raul Parunga May 30) 3. Provided K to College documentation for dental kits
	Belmont-Redwood Shores	Nurses completed all screenings (hearing, vision, scoliosis)
	San Carlos	Blood Pressure Evaluation Project in SCSD. Discussion with SCSD nurse about conducting blood pressure data collection at the middle schools. Decision to continue discussion and possibly target project for next school year.
	Sequoia Union	<ol style="list-style-type: none"> 1. Provided food allergy education and EpiPen training to all health aides. 2. Exploring concussion protocols in the district. 3. Participated in Sequoia's Health Fair, and provided asthma education.
Health Promotion for Staff	Redwood City	Attended Extended Day leadership workshop with CSCs and community school principals
	Belmont-Redwood Shores	Staff yoga has been a hit! Offered two days a week. An average of 20 teachers attend each class.
	San Carlos	Free boot camp to SCSD employees (3 days per week).
	Sequoia Union	<ol style="list-style-type: none"> 1. Participating in planning of the Staff Wellness Fair on 8/20/12. 2. Working with Monica Johnson, a Kaiser educator on work-life balance. 3. Applying for a staff wellness policy grant with GHSMC .
Counseling, psychological and social services	Redwood City	Attended Mental Health leadership workshop with CSCs and community school principals
	Belmont-Redwood Shores	Contracted with StarVista to provided additional counseling services at 3 schools. Additional counseling services at school sites provide friendship and transition groups.

	San Carlos	<p>Part 3 of 3 of "Raising Resilient Children" program presented at Brittan Acres. A parent education presentation coordinated in partnership with BA PTA, Principal John Triska, Friendship Counselor, Karin Bloom, and Wellness Coordinator Mary Carbullido.</p> <p>Dream Volunteers anti-bullying video and discussion at Central and Tierra Linda Schools. Both middle school counselors assisted in promotion and attended presentation. Small group discussions among teens and middle schoolers are important part of the program</p>
	Sequoia Union	<ol style="list-style-type: none"> 1. Had Common Sense Media present to WAC: Cyberbullying and Digital Citizenship. 2. Had Ala-non/Alateen present to MAC. 3. Had Debbie Toups present to MAC about the changes in special ed mental health services. 4. Discussed at MAC the various methods of educating ALL staff about the mental health protocols/flow charts at each school site (both during and after school). 5. Attended Respect 24/7, the anti-bullying kick-off event for the SMCOE; set up a meeting with Nancy Magee from the SMCOE regarding Respect 24/7. 6. Met with Lauren Sneed from the SMCOE regarding Crisis Intervention and Mental Health needs. Will collaborate with the county office on this topic. 7. Making final arrangements for an all-day staff drug recognition workshop, 6/14/12, 8:30am-4:00pm.
Safe and Healthy School Environment	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	<p>Working with Ralston administration staff and anti-bullying team on school environment</p> <p>Resiliency Coaching for staff @ Redwood Shores and Nesbit</p>
	San Carlos	Partnered with San Carlos Kiwanis Club for their first Child Safety Day located at the Central Middle School camps. Event included Bike Rodeo, Child Seat Safety Checks. SCSD partnered with Driveless Challenge program. Next year, will work with Kiwanis with a stronger partnership and propose a "Community Health and Safety Day"
	Sequoia Union	<ol style="list-style-type: none"> 1. Set goal to have all sites participate in the Great California Shake-Out Drill on 10/18, at 10:18am. 2. Working with Enrique Navas on disaster prep planning.
Family/Community Engagement	Redwood City	<ol style="list-style-type: none"> 1. Formed new advisory team for school health and wellness 2. Team members: School Nurse, Foodservice director Principals - Josh Griffith and Lynne Griffiths; teachers; community school coordinator and school counselor. April 18, 2012 - first meeting
	Belmont-Redwood Shores	<p>1 Parent Education: Middle School Transition</p> <p>Ralston Jog-a-thon: brings 200 parents together to raise funds for the</p>

		school while promoting health and wellness.
	San Carlos	Second Spring Planting Project with Civic Garden Club of San Carlos was at Arundel Elementary School. Planting project has students planting seeds in compostable materials. Vegetables and flowers to be planted. Flowering plants will be placed in planters and hung along Laurel Street as part of Laurel Street beautification project. San Carlos Mayor will be invited to work with students.
	Sequoia Union	<ol style="list-style-type: none"> 1. Improving district-wide communication regarding wellness events/workshops. 2. Making final arrangements for a Compass parent ed event: Drug Recognition and Education, 6/14/12, 6:30pm-8:00pm 3. Attended M-A's Miss Representation event. 4. Attended Woodside's parent ed event about drug education. 5. Attended Kaiser's "Secrets" presentation at the Girls' Middle School. 6. Participating in Kaiser's parent outreach efforts to our district (Year of the Parent). 7. Met with Martha Cravens from CHAC and Charlene Margot regarding parent ed possibilities. ed night on 6/13/12, 6 to 7:30pm. Topic: Drug Recognition.
Marketing and Communications	Redwood City	Began developing communications plan for Wellness Activities within District
	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
	San Carlos	Continued to promote SCSD Wellness Program by communicating with individual middle schools. Decision to continue discussion and possibly target project for next school year.
	Sequoia Union	<ol style="list-style-type: none"> 1. Continuing to strategize about increasing the Sequoia Healthcare District's visibility within the SUHSD. 2. Established a new Wellness website: wellness.seq.org. Improving the wellness links/info on the SUHSD website with Don Milhaupt, Albert Tang, and Judy Sencenbaugh.

SEQUOIA HEALTHCARE DISTRICT
County of San Mateo, State of California
RESOLUTION 12-1
RESOLUTION DETERMINING DATE AND ADOPTING PROVISIONS
FOR THE 2012 SEQUOIA HEALTHCARE DISTRICT GENERAL ELECTION

WHEREAS, the terms of two (2) members of the Board of Directors of Sequoia Healthcare District expire at noon, local time, on the first Friday in December of 2012, i.e., on Friday, December 7, 2012 (Elections Code§10505 and 10554);

WHEREAS, the two directors whose terms are expiring are Kathleen Kane and Kimberly Griffin; and

WHEREAS, the Chief Elections Officer for the County of San Mateo has notified Sequoia Healthcare District ("District") of certain legal requirements applicable to the District with respect to the General Election to be held on November 6, 2012;

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The Sequoia Healthcare District General Election shall be held on November 6, 2012.
2. At the election, successors shall be chosen for the two (2) offices of Director, Sequoia Healthcare District, for four (4) year terms.
3. Pursuant to Elections Code§10522, the secretary of the District shall cause to be delivered to the elections official of San Mateo County a map showing the District's boundaries effective for the election, along with a statement indicating that directors are to be elected at large and not by division.
4. Each candidate's statement, if any, shall not exceed 200 words.
5. The cost of the candidate's statement shall be charged to the candidate.
6. All candidates, including incumbents running for re-election, are required to file a Form 700 Statement of Economic Interest at the County Elections Office with their Declaration of Candidacy (Government Code Section 87302.3).
7. The County Chief Elections Official of San Mateo County is hereby requested and authorized to perform any and all duties of the District Secretary relating to such election, under the authority of Elections Code§10519 (formerly§23523.7), including publishing of such notices as required by law.

8. Pursuant to Election Code §10403 (formerly §23302), consolidation of the Sequoia Healthcare District General Election with the Statewide General Election on November 6, 2012, is hereby requested.

9. A copy of this Resolution shall be delivered to the Office of the Chief Elections Officer of San Mateo County on or before June 30, 2012.

PASSED AND ADOPTED by the Board of Directors of Sequoia Healthcare District this 6^h day of June, 2012, by the following vote.

AYES: _____
NOES: _____
ABSENT: _____

Kathleen M. Kane
Secretary, Board of Directors

ATTEST:

Clerk, Board of Directors

Organization: Ravenswood Family Health Center
(South County Community Health Center, Inc. - Legal name)

Address: 1798A Bay Road, East Palo Alto, CA 94303

Phone: (650) 330-7400 **Fax:** (650) 321-4552

Chief Executive Officer: Luisa Buada, RN, MPH

Telephone: (650) 330-7410

Contact: Aaron Lones, Director of Development, Planning & Evaluation

Telephone: (650) 617-7828

Email: alones@ravenswoodfhc.org



Celebrating a Decade of
Service to the Community

Grant Request

Ravenswood Family Health Center (RFHC) respectfully requests a grant of \$500,000, each year, for three fiscal years, July 1, 2012 – June 30, 2015 to support comprehensive health care services that we provide to Sequoia Healthcare District residents and to expand the number of District residents served by RFHC. An investment in the Clinic's capacity will enable RFHC to leverage additional Federal, State and County dollars, and ultimately expand access to services for District residents, while reducing Sequoia Healthcare District residents' utilization of local emergency rooms.

RFHC **direct cost per visit** for combined Medical, Dental and Behavioral Health Services to District Residents is \$139.24 per visit or \$663.00 per patient per year. When enabling services (enrollments, referrals, case management, health education and navigation) are included, **the total cost per patient per year is \$783**. The current cost for RFHC to provide comprehensive health care to District residents is \$1,882,774 of which \$1,115,644 is to uninsured District residents. **RFHC's request per year represents only 45% of the total cost of care for uninsured District residents based on current utilization** and represents 27% of the total cost of care for all the District residents seen at RFHC.

Sequoia Healthcare District Residents Access to RFHC - Past Three Year Grant Cycle.

2,404 or 22.5% of the 10,688 patients who accessed RFHC Services in 2011 were residents of Sequoia Healthcare District. Since 2009, RFHC has increased the number of District residents served by 79%; up from 1,344 when we first requested operating support. We attribute the marked increase in District resident utilization of services to the District's investment in Belle Haven Clinic which allowed the clinic to hire additional physician, nurse-practitioner and support staff and increase access to more patients. In 2010, RFHC added a full service dental clinic open to adult patients of RFHC and any child living in South San Mateo County.

Proposed Grant Objectives for this Grant Request:

Objective 1: Increase the number of Sequoia Healthcare District residents from 2,400 to at least 3,000 patients over three years. Deliver 18,576, 20,898 and 23,220 service visits each of three grant years respectively.

Proposed Services for SHD Residents	FY 12-13	FY 13-14	FY 14-15
<i>Unduplicated SHD Resident Patients</i>	<i>2,400</i>	<i>2,700</i>	<i>3,000</i>
Medical Visits	7,872	8,856	9,840
Lab, Immunizations, Screening Encounters	1,464	1,647	1,830
Health Education Encounters	1,416	1,593	1,770
Dental Visits	2,112	2,376	2,640
Behavioral Health Visits	552	621	690
Pharmacy Consultation Visits	1,320	1,485	1,650
Enrollment in Health Plans - Visits	2,880	3,240	3,600
Referrals to Specialists	936	1,053	1,170
Case Management	1,344	1,512	1,680
<i>Total All Services</i>	<i>18,576</i>	<i>20,898</i>	<i>23,220</i>

*based on 2011 patient rate of utilization for each service area

Objective 2: Integrate a full-time bilingual staff pharmacist into the RFHC clinical practice to enhance medication management and patient safety practices.

Expected Outcomes – Currently, there are approximately 775 RFHC patients residing in Sequoia Healthcare District who have a complex condition such as asthma, hypertension, heart disease or diabetes. A minimum of 50% will have a medication regime reviewed and education provided to them by the clinical pharmacist in addition to their primary care provider by the end of the three year grant period.

Objective 3: By June 30, 2015 achieve a National Committee for Quality Assurance (NCQA) Care accreditation as a Level 3 Patient Centered Medical Home (PCMH) the triple aims of primary care quality, cost effectiveness and improved patient experience, which is inclusive of our implementation of Electronic Health Records effective May 1, 2012.

Agenda Item 5.c
Board of Directors Meeting 6/6/12

Healthy Schools Gardner Center Update will be a handout at the meeting.

Sequoia Healthcare District Capital Grants Strategy:

1. Large capital grants in excess of \$100,000 (Buildings, major TIs) carry some risk that the investment of tax dollars could be lost if the grantee becomes insolvent or may require additional SHD funding if their other funding is reduced.
2. Capital grants to other government entities generally preserve the asset with the tax payers assuming there is a guarantee.
3. Large capital grants may go to organizations that could change their strategy over time from the SHD Board's intent to support.
4. A not for profit grantee may convert their organization to a for profit or associate with a for profit not compatible with the SHD Board's intent.
5. Using tax dollars to fund capital projects rather than activities does not allow for future flexibility.
6. Large capital investments where SHD does not retain ownership, such as buying a building and leasing it to a grantee, does not preserve the asset for the District.
7. Funding large capital items does not require the grantee to be more independent of the District in their fundraising and actions.

Therefore SHD should rarely provide large capital grants where control of the investment does not rest with the District.



Vavrinek, Trine, Day & Co., LLP
Certified Public Accountants

Agenda Item No. 5. E.

Board of Directors Meeting

Date 6-6-12

VALUE THE DIFFERENCE

May 22, 2012

Sequoia Healthcare District
525 Veterans Boulevard
Redwood City, CA 94063

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Sequoia Healthcare District.

We will apply the agreed-upon procedures which the Board of Directors of Sequoia Healthcare District have specified, listed in the attached schedule, to review the internal control procedures of Sequoia Healthcare District for each of the quarters ended June 30, 2012, September 30, 2012 and December 31, 2012. This engagement is solely to assist Sequoia Healthcare District in strengthening internal procedures to provide greater controls over the flow of funds through the District. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on their internal procedure structures. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of Sequoia Healthcare District, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the examination of internal control procedures; and for evaluating the adequacy and results of those services and accepting responsibility for them.

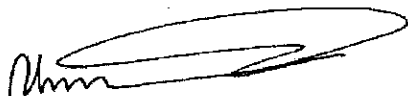
Ahmad Gharaibeh is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the implementation of the internal control examination.

We estimate that our fees for these services will be \$10,000. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to

terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,



Ahmad Gharaibeh
Of Vavrinek, Trine, Day & Co., LLP

RESPONSE:

This letter correctly sets forth the understanding of Sequoia Healthcare District.

By: _____

Title: _____

Date: _____



Schedule of Agreed-Upon Procedures

1. The reviewer will obtain an understanding of the manner contracts are awarded to ensure they were properly approved in accordance with the District's policies.
2. The reviewer will obtain an understanding the District's contracting policies to ensure that these policies provide clear guidance to management as to how contracts are awarded.
3. The reviewer will test the accounts payable procedures including the approval of purchase requisitions, vendor invoices and processing payment vouchers to ensure that the controls are properly designed and implemented.
4. The reviewer will test the District's payroll procedures which include proper authorization and documentation of employee pay rates, accurate tracking and approval of hours worked and proper processing and payment through the payroll system.
5. The reviewer will obtain an understanding of the District's employment policies to ensure that these policies provide clear guidance to management as to how the hiring process is implemented.
6. The reviewer will test the District's procedures for hiring and maintaining employee information on file in accordance with the District's policies.
7. The reviewer will obtain an understanding of the District's procedures for awarding grants, disbursing grants funding, and tracking the use of grant funds by the grantees and provide recommendations for improvement as applicable.
8. The reviewer will obtain an understanding of the District's procedures for accounting and safeguarding of the cash as well as examining manner the cash is reconciled.
9. The reviewer will obtain an understanding of the procedures used by the District to ensure that capital assets, including equipment, are properly safeguarded and accounted for.
10. The reviewer will obtain an understanding of the procedures used by the District for financial reporting and provide recommendations as applicable.

SEQUOIA COMMUNITY CONTINUING CARE PROGRAM
June 6, 2012

The Sequoia Hospital Foundation is requesting a grant of up to \$368,666 in *"incubator funding"* from the Sequoia Healthcare District to support the design and development of a Community Continuing Care Program. Additionally, the Sequoia Hospital Foundation is respectfully requesting a \$261,500 grant to expand the existing Sequoia Hospital Homecoming Program to meet current and anticipated volumes resulting from the Community Continuing Care program.

The Sequoia Community Continuing Care Program (SCCCP) has been conceptualized as a way to further address the increasingly evolving face of healthcare and its current and anticipated impacts on our area's *"at risk"* residents. SCCCPC will enhance access to compassionate, quality healthcare and affiliated services designed to maintain health, wellness and disease prevention.

Partnership with the Sequoia Healthcare District is essential in any broad-based community health initiative. It is our District that is tasked with utilizing our tax dollars for health care services for our community's residents. Those potentially served by the SCCCPC project represent a significant percentage of those currently contributing to the District.

While much is known about how to care for patients with single chronic conditions such as diabetes or heart disease, less is known about how to manage high-utilizing patients with multiple and complex chronic conditions. The successful implementation of the SCCCPC concept will come only as the result of a strategic six month program design and evaluation process, bringing together Sequoia Hospital, the Sequoia Healthcare District and our community-based agencies.

San Mateo County is bracing for a coming *"Baby Boomer Tsunami"* and is already facing the largest percentage of *"elderly"*⁽¹⁾ in the State, according to statements in multiple editions of the Community Assessment: Health & Quality of Life in San Mateo County prepared by the Healthy Community Collaborative. Our seniors are living longer and tending to age in place which, while a favorable statement about our community, comes with its own unique complications. Many of these individuals are considered *"complex"* patients, meaning those with multiple chronic conditions (compounded as aging progresses), limited functional status, and psychosocial needs, which account for a disproportionate share of health care costs and utilization.

Residents of Southern San Mateo County, and specifically the Sequoia Healthcare District, currently enjoy a diverse offering of programs and organizations providing quality services to promote health and healing. To those in need, however, these offerings can be prohibitively overwhelming and currently there is no formalized way for patients, their primary care physicians and their families to identify, evaluate, and access the services they require. Improved coordination, communication enhanced by electronic connectivity, and robust services are essential if we are to effectively manage an effective community-based health and wellness initiative.

The SCCCPC concept seeks to leverage existing competencies to better care for our residents. Sequoia Hospital has a proven track record of successful collaboration with the community agency partners who have helped establish the Sequoia Hospital Homecoming Program (SHHP), managed through the Sequoia Health and Wellness Center. Not only is the SHHP partnership central to the SCCCPC project, the Health and Wellness Center is a valued community resource which could potentially serve as a hub for a successful community case management effort.

Our community-based agencies, many of which are already in partnership with the District and with Sequoia Hospital, currently have the core competencies to provide services to those most in need. Rather than duplicating their existing programs, SCCCPC seeks to unify these offerings, creating an integrated model for care in what is a fundamentally non-integrated system. SCCCPC will be built on a foundation of five key areas: Early identification of “at risk” area residents; community outreach; a centralized point of program entry; shared electronic health management and program lineages, and a coordination with these new and existing wellness and disease management programs.

The SCCCPC Steering Committee, made up of decision-makers from Sequoia Hospital’s leadership team, the Sequoia Healthcare District, Pathways family of services, Peninsula Family Services, Inc., Peninsula Volunteers, Inc., Samaritan House, the San Mateo County Fall Prevention Task Force, and the Ravenswood Clinic will conduct a data-driven design process. Joined by a program consultant experienced in community-based care efforts, an IT consultant(s) with experience in supporting similar initiatives, and a physician consultant and case manager (RN) bringing clinical experience to the process, the Steering Committee will begin by conducting a root-cause analysis to determine the program’s recommended scope and area.

The initial assumption, subject to change based on the Steering Committee’s efforts, is that the SCCCPC initiative will seek to serve “at risk” clients defined as any resident of southern San Mateo County who is over the age of fifty, has experienced multiple readmissions within the last six months, is “poly-pharmacy”, has little or no formal or informal support in place, has a new chronic condition and/or poor health literacy. In certain cases, such as significant cognitive impairment, active substance abuse or history of psychiatric disease, residents may be referred to an appropriate community-based service. The program will be offered at no cost and SCCCPC will not be limited to Sequoia hospital patients.

Having conducted their analysis, the Steering Committee will seek to develop the SCCCPC’s structure as well as an ongoing plan for evaluation to assure that the program continues to meet the needs identified. The plan will include an overview of the linkages between patients, community physicians, service agencies, and the hospital(s). Job descriptions for necessary staffing models will be conceptualized and based on the program’s structure, its linkages and the requirements for evaluation, an IT plan will be developed outlining specific hardware and software requirements.

Concurrent to the work of the SCCCPC Steering Committee, the existing SHHP program will be expanded to include patients discharged from Sequoia Hospital’s emergency department and outside physician referrals. This expansion will not only address the immediate needs of additional seniors in our community but will also provide valuable data relevant to the Steering Committee’s efforts. Current SHHP partners represent the majority of the SCCCPC Steering Committee and will be able to directly report on the impacts of the program expansion.


Sequoia Hospital is committed to developing a community-based case management model that is data-driven and patient-centered, addressing the identified needs of seniors in our community to allow them to optimize their ability to successfully age in place. It is our goal that this program includes the multiple access points (physician office visit, emergency room visit, hospital discharge, senior center, self referral, family referral, etc.) necessary to reach appropriate seniors. Unwavering attention will be paid to the development of interactive electronic communication among community physician offices, the case management core and the community-service partners.

[1] The term “elderly” includes seniors aged 60 and above.

Sequoia Community Continuing Care Program

Expenses	Program Development												Cost
	Jul:2012	Aug	Sep:2012	Oct:2012	Nov:2012	Dec:2012							
Program Consultant													\$60,000.00
Physician Consulting													\$25,000.00 (not to exceed)
Program Manager/ Community Outreach Coordinator													\$40,000.00 (not to exceed)
IT Consultant(s)													\$118,866.00 (not to exceed)
IT Solutions (placeholder) Hardware/software													\$125,000.00 (not to exceed)
GRANT REQUEST													\$368,666.00

Sequoia Hospital Representatives*	
Sequoia Healthcare District Representative	
Pathways Representative	
Peninsula Family Services, Inc. Representative	
Peninsula Volunteers, Inc. Representative	
Samaritan House Representative	
San Mateo County Fall Prevention Task Force Representative	
Ravenswood Clinic Representative	
Sequoia Health and Wellness	
Sequoia Hospital Case Managers & Social Workers	

 Grant Funding
 In-Kind Contribution

* Sequoia Hospital representatives include: Chief Operating Officer, Vice President-Physician Strategy & Business Development, Vice President-Development & Community Relations/Foundation President, Director-Sequoia Health & Wellness, Manager-Foundation Communication & Innovation.

Sequoia Hospital Homecoming Program

Expenses	10/01/2012-12/31/2012	1/01/2013-12/31/2013	Cost
Hospital ED Case Manager	24/7 coverage		
Expansion of Existing SHHP Program			\$136,500.00
Expansion of SHHP Under SCCC			\$25,000.00
Sequoia Health and Wellness Managers & Social Workers			\$100,000.00
GRANT REQUEST			
			\$261,500.00
			Sequoia Hospital Commitment
			\$236,500.00

\$136,500.00 matched from Sequoia Hospital

\$100,000.00 matched from Sequoia Hospital

Grant Funding
Sequoia Hospital Commitment
In-Kind Contribution

Budget Narrative 2012-13

Income

Sequoia Healthcare District anticipates income of \$13.8 million dollars of which \$2.6 million is provided by Dignity Health to be used to meet our annual obligation for pension benefits incurred during the years that we owned and operated Sequoia Hospital.

The majority of income, some \$8.6 million will come from property taxes. In 2010 the State of California essentially borrowed \$600,000 from the District that is payable during the spring of 2013. This amount in addition to the anticipated \$8 million in current property tax accounts for the \$8.6 million total.

The other major source of income are our EBIDA share from Sequoia Hospital and our investment income which we anticipate being in the neighborhood of \$400,000. In 2007; the District agreed to contribute \$75 million to the rebuilding of Sequoia Hospital and received a forty year pledge to share annual profits. In 2012-13 we anticipate that share to be \$2.1 million. Investment income is used to underwrite overhead expenses.

Expenses

The District is committed to spending the great majority of this income on community health services. We do that by providing major fiscal support of worthy community health efforts and by offering our own program services.

In 2012-13 more than \$10 million dollars will be spent on community health. The largest single program will be our Healthy Schools Initiative at \$2.9 million. These funds will be used to provide a variety of health services to more than 27,000 school children grades k-12.

The second largest expenditure will be our support for the North Fair Oaks Clinic operated by San Mateo Medical Center that serves the uninsured. This expense will be \$2 million.

Other major expenses include Healthy Kids/Children's Health Initiative at \$1,350,000, SFSU/Canada College Nursing Program at \$1 million and Samaritan House Clinic at \$612,000. We will also distribute \$1,340,000 to various nonprofits who serve our residents.

Administrative costs will be at \$600,000, building related expenses at \$150,000 and another \$160,000 will be used to fund the November 2012 Board of Directors election. As stated above the \$2.6 million pension expense is essentially a pass-through item.

Net Revenue

The District is committed to spending available dollars to meet current health needs and therefore has not budgeted to add to our reserve fund.

Major differences 2012-13 budget vs. 2011-12 budget

1. Tax revenue up by \$650,000 to reflect money owed to us by State of California, withheld in 2010 and payable 2013.
2. Investment income down \$200,000 to reflect lower investment returns.
3. EBIDA Share down \$500,000 per Sequoia Hospital prediction.
4. Election expenses of \$160,000 – no election last year.
5. School health up \$520,000 due to new physical education and nutrition programs.

Sequoia Healthcare District
DRAFT - Operating Budget
Fiscal Year Ending June 30, 2013

Agenda Item No. 5.6

Board of Directors Meeting

Date 6-6-12

	Assumption Number	Approved Budget 2011- 2012	Draft Budget 2012-2013
INCOME			
Rental Income	1	\$ 39,490	\$ 41,076
Tax Revenue		7,950,000	8,600,000
Investment Income	2	600,000	400,000
Interest Income		7,600	7,600
Pension Income	3	2,500,000	2,600,000
Return on Investment - Sequoia Hosp.	4	2,600,000	2,100,000
Total Revenues		\$ 13,697,090	\$ 13,748,676
EXPENSES			
Administrative Expenses			
Admin. Expense	5	210,000	230,000
Board Health Insurance	6	72,000	60,000
Employee Health Insurance	7	29,000	26,000
Employee Retirement Benefit	8	15,000	17,000
Investment Fees		60,000	55,000
Office Supplies/Equip Maint		7,500	7,500
Purchased Services	9	2,500	1,000
Accounting fees	10	17,500	17,000
Board Expense		10,000	10,000
Association/Membership Fees	11	16,000	15,000
Communications	12	20,000	25,000
Public Relations	13	50,000	50,000
Web Site/IT		15,000	22,000
Insurance/D&O	14	23,000	21,000
Election Fees	15	-	180,000
LAFCO fees		8,000	7,000
Legal Fees		30,000	25,000
Bank Fees		100	100
Total Administrative Expenses		\$ 585,600	\$ 748,600
Pension Expense			
Pension Plan Expense	16	2,500,000	2,600,000
PROPERTY EXPENSES			
Maintenance	17	25,000	25,000
Utilities	17	20,000	20,000
Insurance/Property		2,000	2,000
Depreciation		100,000	100,000
Total Property Expenses		\$ 147,000	\$ 147,000
Grant Expenses			
Grant Admin Expenses	18	50,000	70,000
Children's Health Initiative		1,350,000	1,350,000
SFSU Nursing Program		1,000,000	1,000,000
Samaritan House Medical Clinic		612,000	612,000
Other Grants		50,000	20,000
San Mateo Medical Center		2,000,000	2,000,000
Ravenswood-Belle Haven Clinic		250,000	TBD
Community Grants Program	19	1,250,000	1,340,000
Sequoia Hospital Foundation Match		1,250,000	TBD
Chronic Disease Management		-	20,000
SMART Program Grant		-	60,000
Total Grant Expenses		\$ 7,812,000	\$ 6,392,000
Program Expenses			
HeartSafe Program	20	200,000	200,000
School Health Program	21	2,380,000	2,900,000
Total Program Expenses		\$ 2,580,000	\$ 3,100,000
Total Expenses		\$ 13,624,600	\$ 12,987,600
Net Surplus/Loss		\$ 72,490	\$ 761,076

**Sequoia Healthcare District
Budget for Fiscal Year Ending 6/30/2013
Assumptions**

Revenue Assumptions

- 1 Rental Income - Year Three of seven year tenant lease for 1,507 SF office space, 525 Veterans Blvd.
- 2 Investment Income is decreased based on current rates of return
- 3 Pension Income (and Expense below) are pass-through items based on current projections
- 4 Return on Investment from Sequoia Hospital based on most recent Hospital projections

Expense Assumptions

- 5 Admin. Expense primarily covers 80% salary expense of CEO, 100% salary expense of Exec. Coordinator, payroll service expense and conference expense
- 6 Board Health Insurance expensed @ \$1,200/month for each board member
- 7 Employee Health Insurance benefit includes inlieu payments for CEO and SHI Nutrition Manager
- 8 Employee retirement is staff employee 401K contribution match
- 9 Purchased Services are a contingency item for non-budgeted services (i.e. consulting)
- 10 Accounting fees unchanged from prior year
- 11 Association/Membership decreased due to moving RWC 2020 membership to Healthy Schools Initiative
ACHD dues increased by \$5,000
- 12 Communications expense is primarily production and mailing costs of annual report to the community
- 13 Public Relations expense is budgeted at the current contract rate
- 14 Insurance/D&O decreased to reflect closer to actual cost for FY 11-12
- 15 Estimated cost of District general election November 2012
- 16 Pension Expense (and Income above) are pass-through items based on current projections

Property

- 17 Maintenance and Utilities are increased to reflect YTD actual expense

Grants

- 18 Grants Administration primarily covers inhouse grant processing; 20% of CEO & Youth Program Director salary expense
- 19 Community grants budget increased by \$90,000 over prior year

Programs

- 20 HeartSafe program budget unchanged
- 21 School Health Initiative budget increased due to inclusion of PE and Nutrition programs