

**MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
October 2, 2013
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

Directors Present

Director Faro
Director Griffin
Director Hickey
Director Kane via teleconference
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

Karen Rountt, CEO and founder of Magnolia Prime introduced herself. Magnolia Prime is a telephone-based service to assist aging and home bound residents prolong their independence.

3.a. - 3.c. Consent Calendar

Director Hickey asked that the minutes (Item 3.a) be removed from the Consent Calendar.

Motion: To approve item 3.b. July and August 2013 financials.

By: Director Faro

Seconded by: Director Kane

Roll Call Vote: 5-0

Motion Passed

Director Hickey cited the first sentence of the first paragraph of the top of page three of the August 21st minutes stating he did not offer a motion to reconsider the wording under 5.3 of the June 5th minutes but to reconsider the action taken.

Director Hickey provided a handout to change the wording of the August 21st minutes referencing his change to the June 5th minutes.

Mr. Hudak will review the taped recording of the meeting for clarification of the changes proposed by Director Hickey.

Motion: To table action on the August 21, 2013 to until the next meeting.

By: Director Faro

Seconded by: Director Griffin

Roll Call Vote: 5-0

Motion Passed

4. CEO/Staff Reports

Mr. Michelson presented additional financial information reflecting projected and actual income and expenses for July and August. Staff will continue to provide the report in addition to the balance sheet and income statement now included in the board packet.

Mr. Michelson noted that October 15th is the annual fund raiser for Peninsula Volunteers Meals On Wheels program.

The interim executive director of Samaritan House met with Mr. Michelson and reported they are undergoing a nationwide search to replace Kitty Lopez.

Healthy Schools Initiative: Ms. Kurtzman asked if there were questions regarding her report included in the board packet and there were none.

HeartSafe: Mr. Nielsen announced that another life was saved in Foster City using a District AED.

5. a. Strategic Plan Update

Mr. Michelson reported that to date, the Strategic Plan Committee, consisting of Directors Shefren and Faro and Mr. Michelson, has met with 60 community leaders and others to gather advice and information in guiding the board in the development of a new strategic plan. The findings from the interviews and discussions are included in the board packet. He provided a handout outlining the key points of the majority of those interviewed.

President Shefren discussed next steps. The information provided will be used as a framework to compile a list of goals and options for Board discussion and review at a special meeting to be held within the next few weeks. It is the committee's intention to submit a final plan to the Board for approval at the December meeting.

5.b. HeartSafe Task Force Report

Mr. Michelson reported that the HeartSafe Task Force, consisting of Directors Kane and Griffin, Mr. Michelson, Ms. Kurtzman and Mr. Nielsen, has met twice with community participants to discuss ideas related to current and future activities. The committee will be meeting again to finalize program options and financial projections to submit to the Board in December.

5.c. Consider Amending Board Policy 5.4 For Audit Services

Mr. Michelson noted that the current policy requires the District to go to bid for audit services every three years with one two-year extension with Board approval. He discussed the amount of staff time required to provide new auditors with all the required information and documentation on the District, as well as the auditors' time to review same and recommended that the policy be changed. The proposed policy change would provide the Board with more flexibility to either continue with the same auditors or change.

Motion: To approve the amendment to Board Policy 5.4

By: Director Faro

Seconded by: Director Griffin

Roll Call Vote: 5-0

Motion Passed

6. Adjourn

Motion: At 5:30 PM adjourn meeting.

By: Director Shefren

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, December 4, 2013, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,


Kathleen Kane, Secretary

**MINUTES OF STUDY SESSION MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
November 5, 2013
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

<u>Directors Present</u> Director Faro Director Griffin Director Hickey Director Kane Director Shefren	<u>Directors Excused</u>	<u>Also Present</u> Mr. Michelson, CEO Ms. Johnson, Recorder
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1. Call to Order

By: President Shefren
Time: 10:30 AM

2. Public Comment/Non-Agenda Items

President Shefren announced that this was a study session and no action would be taken. He asked if there was public comment and there was none.

3.a. HeartSafe Program

Mr. Michelson reported that the HeartSafe Task Force, consisting of himself, Directors Kane and Griffin, Mr. Nielsen and Ms. Kurtzman met twice among themselves and with several first responders. In addition to the information in the packet, a presentation was made starting with a fact sheet on Sudden Cardiac Arrest, HeartSafe Program actions to date and the options of changing the focus of the program. For instance, the District would no longer actively place AEDs but continue to monitor deployed units, creation of Cardiac Support Groups for children and adults was discussed, as well as an AED loaner program. Hands-on CPR training was another option as was a mobile CPR training unit. Estimated budget for 2014-15 was \$220,820 which includes approximately \$68,000 in costs to build out the District's vacant room currently used for storage for CPR training and community education, dropping to \$163,550 for 2015-16 and \$160,200 for 2016-17.

President Shefren thanked the Task Force and said the next step would be a decision whether or not to end the program or consider the new concepts discussed today.

3. b. Strategic Plan Update

President Shefren reported that the Strategic Plan Committee, consisting of himself, and Director Faro and Mr. Michelson, has met with 60 community leaders and also from board members and staff.

The results of the most recent county needs assessment and District Board self-assessment were reviewed as were key findings from the committee's interviews. The following goals and measures were discussed for the 2014-17 Strategic Plan:

1. Assure the ongoing prudent oversight and management of District assets.
Measure: Budgeted goals are met annually and reserves are used per policy.
2. Bring new programs to address health care gaps in our community.
Measure: new programs are considered for funding annually.
3. Continue and expand our participation in community efforts to address health problems.
Measure: Increased District engagement in community health issues.

4. Identify and fund programs that provide health services to our residents.
Measure: District uses selection criteria focused on health impact when evaluating and selecting programs to fund.
5. Increase electronic connectivity with District residents.
Measure: Increase use of electronic and print options.
6. Measure impact of District funded programs.
Measure: Require that all programs establish performance measures, monitor progress and compile both quantitative and qualitative data.

Recommended changes in the District's mission and vision statements were reviewed.

Suggested new wording for the mission of the District is "to improve the health of District residents by enhancing access to care and promoting wellness."

Suggested new wording for the vision of the District is "to improve the health of our community through responsible stewardship of District taxpayer dollars."

Mr. Michelson suggested that a work plan for staff be established based on the budget and the strategic plan goals, and reviewed at least annually to see those goals are being met.

It is the committee's intention to submit a final plan to the Board for approval at the December meeting.

4. Adjourn

Motion: At 12:30 PM adjourn meeting.

By: Director Hickey

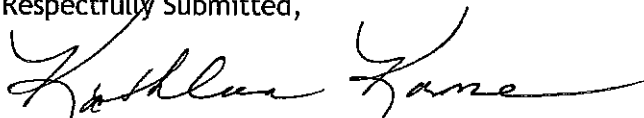
Seconded by: Director Faro

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, December 4, 2013, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,



Kathleen Kane
Secretary

Reads: *“Citing the next to last paragraph under item 5.e on health care benefits for sitting board members, Director Hickey stated that the decision that directors who received additional benefits not be required to repay those amounts was not part of that items motion and asked that it be reconsidered and voted on at this meeting. Mr. Hudak reminded the Board that our meetings are governed by the Brown Act and no action can be taken on items that are not on the agenda. District policy allows for a director to request that an item be added to a future agenda. President Shefren suggested this be discussed under New Business.”*

Should read:

Director Hickey questioned the next to last paragraph in the minutes under item 5.e. It was his opinion that payback of benefits received by Directors for the period from Jan. 1, 2013 to Jun. 30, 2013 remained an issue to be reconciled.

Background

That next to last paragraph in the June 5th minutes stated:

“Directors who received additional benefits based on the increase between January-June 2013 will not be required to repay those amounts as the increase was voted on based on the best available information at the time.”