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A G E N D A
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
4:30, Wednesday, June 4, 2014

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 Shefren
 - a. Approve April 2, 2014 Regular Meeting Minutes
 - b. Approve May 6, 2014 Study Session Meeting Minutes
 - c. Approve May 6, 2014 Special Meeting Minutes
 - d. Accept March And April 2014 Financial Statements
4. CEO/Staff Reports
 - a. CEO Report - Mr. Michelson
 - b. Healthy Schools - Ms. Kurtzman & Ms. Gabet
 - c. HeartSafe - Mr. Nielsen
- ACTION 5. New Business
 - a. Consider Adoption Of Resolution 14-3 Determining Date And Adopting Provisions For The 2014 Sequoia Healthcare District General Election - Mr. Hudak
 - ACTION b. Consider Commitment To Adopt ACHD and SDLF Transparency Guidelines - Director Kane and Mr. Michelson
 - ACTION c. Nursing Program Update - Ms. Mary Ann Van Dam & Ms. Sheri Sassarini
 - ACTION d. Consider A Pledge Of Up To \$2 Million Dollars Towards Mission Hospice's Capital Campaign For A Hospice House - Mr. Dwight Wilson
 - ACTION e. Consider Adoption Of Proposed Budget For Fiscal Year Ending June 30, 2015 - Mr. Michelson
 - ACTION f. Appointment Of An Ad Hoc Committee For The Purpose Of Entering Into Discussions With Sequoia Hospital And Dignity Health Regarding The 2007 Transfer Agreement And Authorizing An Expenditure Not To Exceed \$50,000 To Engage Consultants To Assist Committee - President Shefren
6. Adjourn.
The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, August 6, 2014, District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063


Jerry Shefren, Board 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.
Visioning Wellness

MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT

April 2, 2014

Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

<u>Directors Present</u>	<u>Directors Excused</u>	<u>Also Present</u>
Director Faro Director Griffin Director Hickey Director Kane Director Shefren		Mr. Michelson, CEO Mr. Hudak, Legal Counsel Ms. Johnson, Recorder

1. Call to Order

By: President Shefren

Time: 4:30pm

2. Public Comment/Non-Agenda Items

President Shefren asked if there was any public comment on non-agenda items. He announced that public comment will be taken on each agenda item.

Director Kane reported that she recently attended an ACHD Leadership Meeting where presentations included finance, auditing, governance and management. She added that the annual ACHD meeting is coming up in May.

3.a. - 3.b. Consent Calendar

President Shefren requested removal of items 3.a and 3.b from the Consent Calendar.

Motion: To approve agenda item 3.c January and February 2014 financial statements.

By: Director Kane

Seconded by: Director Faro

Vote: 5-0

Motion Passed

Citing paragraph 5.d of February 5th minutes, President Shefren asked that the second sentence be revised to reflect that the fund raising efforts were those of Mission Hospice.

In the last sentence under Item 3 of the February 12th minutes, President Shefren noted that the reference to \$262,000 over 20 years would be an additional amount received by the District.

Motion: To approve agenda items 3.a and 3.b as corrected.

By: President Shefren

Seconded by: Director Kane

Vote: 5-0

Motion Passed

4. CEO Report

Mr. Michelson reviewed his report contained in the packet and asked if there were questions. There were none.

He introduced Gwen Hautefeuille who gave a presentation on the changes made to the District's website. The goal is to have a site that is current, relevant, attractive and easy to navigate. Social media accounts with FaceBook and Twitter have also been established.

Healthy Schools Initiative: Ms. Kurtzman was the keynote speaker at the School Wellness Summit. Her report provided updates on Healthy Schools, Community Grants, PE+ and school district partners.

HeartSafe: In addition to Mr. Nielsen's report, he informed the Board that over 700 participants have been trained in CPR.

5.a. Request From Samaritan House For \$712,696 For Fiscal Year 2014-15

President Shefren asked if there was public comment on this item. There was none.

President Shefren announced that he is currently volunteering at Samaritan House and would therefore recuse himself from this discussion and vote. He turned the meeting over to Vice Chair Faro and left the room.

Ms. Neela Gentile, interim Executive Director of Samaritan House introduced Dr. Jason Wong, Medical Director of Samaritan House Free Clinic of Redwood City. Dr. Wong reported that for calendar year 2013, the clinic had 3,391 medical visits and 785 dental visits with an average clinic cost of \$173/visit. The number of visits has declined from last year due to the loss of several volunteers which impacted the number of patients who could be seen. They are in the process of recruiting more volunteers. The request for \$712,696, \$100,000 more than last fiscal year, is to cover the expense of a mid-level practitioner which would allow for more patients to be seen and also increase the effectiveness of the clinic.

Motion: To approve a grant for 2014-2015 to Samaritan House for \$662,696.

By: Director Kane

Seconded by: Director Griffin

Vote: 3-1 with Director Hickey opposed

Motion Passed

President Shefren returned to the meeting.

5.b Presentation on Apple Tree Dental

Mr. Michelson introduced Dr. Michael Helgeson, DDS. Dr. Helgeson reported that in November Apple Tree is planning to open a new San Mateo Center for Dental Health to fill gaps in access to dental care for children, adults, the disabled and elderly confined to nursing facilities living in San Mateo county.

The Peninsula Health Care District has provided \$2 million in special initiative funding that supports the launch of the San Mateo Center. Its financial model is unique in that operating costs are paid from earned revenues and the capital for programs comes from partnering with public, private and nonprofit sectors, thereby leveraging resources.

To extend its services throughout the county, Apple Tree will be seeking support from the Sequoia Healthcare District and will present a formal request in May.

5.c Resolution 14-2 Amending the Trust Agreement for the District Employees Pension Plan

President Shefren asked if there was public comment on this item. There was none.

Motion: To waive reading Resolution 14-2

By: Director Faro

Seconded by: Director Hickey

Vote: 5-0

Motion Passed

The resolution acknowledges the mergers of Sequoia Health Services with Catholic Healthcare West and the name change to Dignity Health. Every reference in the Trust Agreement to Sequoia Health Services is amended to read Dignity Health.

DRAFT

Motion: To adopt Resolution 14-2.
By: Director Hickey
Seconded by: Director Faro
Roll Call Vote: 5-0-0
Motion Passed

5.d. Consider New Board Policy 24: Social Media

President Shefren noted there were no members of the public remaining in attendance and stated he would dispense with his call for public comment.

Director Hickey recommended adding audio recordings to the policy. There was no support for this revision.

Motion: To accept new Board Policy 24: Social Media
By: Director Kane
Seconded by: Director Faro
Vote: 4-1 with Director Hickey opposed.
Motion Passed

Mr. Hudak noted that the reference to Executive Director should be changed to Chief Executive Officer to reflect titles used by the District.

5.e. Consider Revising Policy 22 Changing Investment Benchmark

Mr. Michelson reported the District's investment policy references Lehman Government Intermediate Index as the District's benchmark and Lehman no longer exists. For the past several years the District's benchmark has been the Local Agency Investment Fund (LAIF).

Motion: To amend Board Policy 22
By: Director Hickey
Seconded by: President Shefren
Vote: 5-0
Motion Passed

5.f. Consider Holding Study Session On May 6 At 2:30 To Discuss Transfer Agreement Performance and Future Plans

President Shefren would like to hold a study session to discuss the current status of transfer agreement with Dignity Health as it relates to EBIDA. It is important that the Directors have a complete understanding of the agreement, the funds received to what was projected and information about what the District's accountants have said about the evaluation of Sequoia Hospital audits. If appropriate, an action plan could be decided at the June meeting.

Motion: To hold a special study session prior to the Special Board meeting at 2:30 on May 6 to discuss next steps.
By: President Shefren
Seconded by: Director Faro
Vote: 4-1 with Director Hickey opposed.
Motion Passed

President Shefren suggested that Directors contact Mr. Michelson with ideas with suggestions or to request specific information be compiled.

5.g. Award Contract For TI Improvements

Mr. Michelson reported that the District received two bids on the project which were opened after 4:00 PM on March 31. Both bids were reviewed by Bayside Realty to insure base bid items were the same. The low bidder was Amko Construction of San Jose.

Motion: To accept the low bid from Amko Construction Co.

By: Director Faro

Seconded by: Director Kane

President Shefren noted that Amko's bid of \$84,000 is 20% higher than the estimate given to build out the classroom and questioned if the additional office should be eliminated or other adjustments made to bring the project estimate.

Director Faro withdrew his motion.

Motion: To award the contract to Amko Construction Co. not to exceed \$70,000.

By: President Shefren

Seconded by: Director Faro

Vote: 5-0

Motion Passed

Mr. Michelson will meet with Amko and the architect to discuss options to reduce the project cost.

Mr. Hudak reminded the Directors that Amko is not obligated to agree to work with the lower amount.

5.h. Consider Amendment of Chief Executive Officer's Employment Agreement

Motion: To accept the amendment to Mr. Michelson's contract only for the salary previously authorized by the Board.

By: Director Hickey

Seconded by: Director Faro

Vote: 5-0

Motion Passed

6. Adjourn

Motion: At 6:30 adjourn meeting.

By: Director Faro

Seconded by: Director Griffin

Vote: 5-0

Motion Passed

A special Study Session of the Board is scheduled for Tuesday, May 6 at 2:30 PM to discuss the Transfer Agreement with Dignity Health. A Special Meeting of the Board will follow at 4:30 to review the Community Grants request.

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, June 4, 2014, 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
May 6, 2014
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

DRAFT

<p><u>Directors Present</u> Director Faro Director Griffin Director Kane Director Shefren</p>	<p><u>Directors Excused</u> Director Hickey</p>	<p><u>Also Present</u> Mr. Michelson, CEO Mr. Hudak, Counsel Ms. Johnson, Recorder Ms. Barton, CFO, Sequoia Hospital Ahmad Gharaibeh, CPA, Vavrink, Trine, Day</p>
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1. Call to Order

By: President Shefren
Time: 2:30 PM

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. Transfer Agreement/EBIDA Discussion

President Shefren stated that the purpose of today's meeting is to assure that Directors more fully understand the Transfer Agreement between the District and CHW (now Dignity Health) relative to the EBIDA share.

Directors again reviewed the basics of the agreement, the return formula calculation steps and the performance summary from 2008-2013. From 2008-2013 the return to the District had been projected to be nearly \$32 million; however, actual received for that timeframe was \$15.3 million.

Ms. Barton explained that the primary reasons Sequoia Hospital's performance has not been able to keep up with the projections over the last few years is due to a decline in patient volume, payor mix and the medicare reimbursement rate. Additionally, the Physicians Agreement, which is part of the Development Agreement, is very expensive, including funding the start up of new physician groups and the conversion to electronic patient records.

Mr. Gharaibeh noted that for the EBIDA share to trend up again, Sequoia Hospital's profit margin would have to increase while their expenses decreased - in an environment of rising healthcare costs.

President Shefren said that after his review, he is convinced that all parties acted in good faith in 2007. At that time, based on the original projections by Kaufman and Hall and reviewed by Goldman Sachs, it was reasonable to assume that the Development Agreement would benefit the District's taxpayers. However the EBIDA formula isn't working as both parties intended.

President Shefren outlined three options for consideration by the Board: meet with Dignity Health and explore options to make the Agreement work, wait and see if Sequoia Hospital's profit situation changes, or do nothing. He asked that this be discussed as an action item at the June board meeting.

President Shefren thanked Ms. Barton and Mr. Gharaibeh for joining the meeting.

4. Adjourn

DRAFT

Motion: At 3:40 PM adjourn meeting.

By: Director Kane

Seconded by: Director Faro

Vote: 4-0

Motion Passed

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, June 4, 2014, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kathleen Kane
Secretary

MINUTES OF SPECIAL MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
May 6, 2014
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

Also Present

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

Directors Present

Director Faro
Director Griffin
Director Kane
Director Shefren

Directors Excused

Director Hickey

1. Call to Order

By: President Shefren
Time: 4:30pm

President Shefren announced that public comment will be heard on each agenda item.

2. Public Comment/Non-Agenda Items

Bart Charlow, the new Executive Director of Samaritan House introduced himself and thanked the Board for their support.

3.a. Request to Approve Healthy Schools Initiative Budget
for 2014-2015 of \$2.970 Million

Public comment was taken from school superintendents, educators and school nurses speaking to the importance of the overall program and, in particular, of their schools Wellness Coordinators.

Ms. Kurtzman reviewed program objectives. Several of the participating school districts share programs and the partnering is working well. She stressed the importance of the school Wellness Coordinators and this year's budget increase of \$140,000 will be used toward increasing those positions from four to eight.

Motion: To approve Healthy Schools Initiative budget for 2014-2015 of \$2.970 million.

By: Director Faro

Seconded by: Director Kane

Vote: 4-0

Motion Passed

3.b Presentation on Apple Tree Dental

President Shefren asked if there was public comment on this item. There was none.

Dr. Michael Helgeson discussed the unmet dental needs in San Mateo County and the underserved population that Apple Tree Dental would target with its new San Mateo Center for Dental Health and mobile dental units. He stated that Apple Tree can track and identify each patient who is a District resident and the mobile units will be a major component in serving them.

Motion: To approve the funding of \$500,000 and a pledge to fund an additional \$500,000 if the applicant can provide credible statistics that District residents are being served by the April 2015 regular Board meeting.

By: Director Kane

Seconded by: Director Faro

Vote: 4-0

Motion Passed

**3.c. Community Grants Program: Approve Programs Recommended
For Funding 2014/2015**

Public comment was taken from several members of the audience representing non-profit organizations. They spoke to the importance of the programs they were able to offer due to the Community Grants Program and thanked the Board for its support.

Ms. Kurtzman thanked the members of the Grants Committee for their hard work in reviewing 55 letters of intent. The Committee is requesting funding for 32 agencies totaling \$1.350 million with grants ranging from \$5,000-\$90,000. Twelve of the agencies are new grantees.

Motion: To approve \$1.350 million to the 32 non-profit agencies recommended by the Grants Review Committee.

By: President Shefren

Seconded by: Director Griffin

Vote: 4-0

Motion Passed

3.d. Adopt ACHD CEO Evaluation Process

Director Kane said this online service offered by ACHD is similar to the board evaluations the directors completed last year and can be used as another tool in assessing CEO performance.

Motion: To adopt the ACHD CEO online evaluation process.

By: Director Faro

Seconded by: Director Kane

Vote: 4-0

Motion Passed

4. Adjourn

Motion: At 6:40 adjourn meeting.

By: Director Faro

Seconded by: Director Griffin

Vote: 4-0

Motion Passed

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, June 4, 2014, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kathleen Kane, Secretary

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.d
Board of Directors Meeting
6/4/14

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 13-14
INCOME														
Rental Income	3,422.94	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86			35,461.68	42,700.00
Tax Revenue	9,599.00	0.00	6,907.63	14,492.95	859,450.80	3,790,804.81	683,573.45	0.00	38,561.54	2,910,242.53			8,313,632.71	8,900,000.00
Investment Income	34,307.00	(13,430.00)	36,802.00	21,575.00	16,705.00	(19,095.00)	31,739.00	82,560.00	(88,183.00)	30,889.00			133,869.00	150,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	127,000.00	0.00	0.00	0.00	0.00	0.00	0.00			127,000.00	0.00
Interest Income	574.56	569.44	481.78	428.63	404.98	677.92	896.97	284.84	265.79	475.74			5,060.65	7,600.00
Pension Income	0.00	0.00	0.00	0.00	0.00	2,800,000.00	0.00	0.00	0.00	0.00			2,800,000.00	2,800,000.00
Total Income	47,903.50	(9,300.70)	47,751.27	167,056.44	880,120.64	6,575,947.59	719,769.28	86,404.70	(45,795.81)	2,945,167.13	0.00	0.00	11,415,024.04	11,900,300.00
EXPENSES														
Administrative Expenses														
Admin. Expense	239.18	573.56	781.38	588.69	707.75	443.49	530.38	771.78	1,845.07	2,367.35			8,848.63	12,000.00
Admin. Payroll	12,737.46	24,701.76	16,277.27	16,277.26	16,277.26	16,277.26	25,936.98	25,804.32	17,652.91	17,652.84			189,595.32	228,000.00
Board Health Insurance	3,336.75	6,936.75	3,336.75	6,132.39	3,336.75	3,966.15	2,324.43	2,124.26	6,654.93	5,565.69			43,714.85	75,000.00
Employee Health Insurance	1,569.20	3,635.35	3,282.90	2,422.65	3,358.42	3,282.90	4,432.01	5,128.04	4,859.26	2,826.95			34,797.68	48,000.00
Employee Retirement Benefit	1,026.95	2,073.66	1,402.96	1,402.96	1,402.96	1,402.96	2,097.06	1,740.39	1,352.99	1,343.20			15,246.09	17,000.00
Investment Fees	0.00	0.00	0.00	12,396.99	3,750.00	0.00	7,850.13	3,750.00	0.00	7,860.71			35,607.83	65,000.00
Office Supplies/Equip Maint	125.36	499.12	572.50	304.39	1,201.54	453.60	485.24	165.30	475.63	325.61			4,608.29	7,500.00
Accounting fees	0.00	1,405.40	0.00	0.00	0.00	17,000.00	0.00	0.00	0.00	0.00			18,405.40	17,000.00
Board Expense	0.00	0.00	0.00	0.00	27.94	46.15	150.00	576.78	225.00	1,062.90			2,088.77	8,000.00
Associations/Membership	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00			7,800.00	10,300.00
Communications	31.71	0.00	162.20	320.10	24,870.45	140.54	238.42	182.03	0.00	167.90			26,113.35	25,000.00
Public Relations	4,200.00	4,200.00	4,200.00	4,200.00	5,250.00	5,967.50	0.00	0.00	0.00	262.50			28,280.00	50,000.00
Web Site/IT	5,515.00	865.00	500.00	2,647.50	878.17	11,832.95	1,980.00	2,515.64	6,922.50	2,975.50			36,632.26	22,000.00
Insurance/D&O	26,587.04	(2,004.75)	0.00	2,669.00	(2,754.75)	0.00	0.00	(2,640.75)	0.00	0.00			21,855.79	21,000.00
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	7,527.00	0.00	0.00	0.00	0.00			7,527.00	8,000.00
Legal Fees	0.00	89.00	1,648.50	0.00	624.00	535.00	1,805.71	734.00	5,449.00	1,864.00			12,749.21	25,000.00
Bank Fees	0.00	0.00	0.00	3.00	0.00	33.00	0.00	0.00	0.00	0.00			36.00	100.00
Total Admin. Expenses	55,368.65	50,474.85	32,164.46	49,364.93	58,930.49	68,908.50	47,830.36	40,851.79	45,737.29	44,275.15	0.00	0.00	493,906.47	638,900.00
Pension Plan Expense	0.00	0.00	0.00	0.00	0.00	2,800,000.00	0.00	0.00	0.00	0.00			2,800,000.00	2,800,000.00
Total Admin. With Pension Plan	55,368.65	50,474.85	32,164.46	49,364.93	58,930.49	2,868,908.50	47,830.36	40,851.79	45,737.29	44,275.15	0.00	0.00	3,293,906.47	3,438,900.00
Property Expenses														
Maintenance	2,160.10	2,546.57	737.50	2,314.16	1,434.23	1,210.83	3,699.50	4,207.50	662.60	2,944.97			21,917.96	25,000.00
Utilities	1,188.69	2,499.73	2,606.64	2,096.46	1,630.11	3,717.91	1,181.54	1,918.14	2,081.26	2,227.35			21,147.83	20,000.00
Property Insurance	1,844.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1,844.32	2,000.00
Depreciation	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66			63,946.60	85,000.00
Total Property Expenses	11,587.77	11,440.96	9,738.80	10,805.28	9,459.00	11,323.40	11,275.70	12,520.30	9,138.52	11,566.98	0.00	0.00	108,856.71	132,000.00

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.d
Board of Directors Meeting
6/4/14

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 13-14
Grant Expenses														
Grant Admin Expenses	76.93	100.00	600.00	500.00	632.06	315.93	0.00	0.00	681.56	396.18			3,302.66	6,000.00
Grant Admin Payroll	3,267.86	7,026.03	5,547.80	5,547.82	5,547.82	5,547.82	8,735.50	7,478.00	5,884.01	5,884.18			60,466.84	59,000.00
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	500,000.00	0.00	0.00	500,000.00	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	153,173.00			612,695.00	612,700.00
Other Grants	4,500.00	1,300.00	0.00	1,500.00	0.00	1,500.00	0.00	2,200.00	500.00	3,000.00			14,500.00	20,000.00
Sequoia Hospital Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
San Mateo Medical Ctr. So County	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00	0.00			250,000.00	1,000,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00			250,000.00	500,000.00
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	1,340,000.00
Chronic Disease Management	641.19	429.28	3,408.92	2,540.11	2,525.95	2,347.39	484.55	4,216.14	0.00	881.80			17,475.33	20,000.00
Total Grant Expenses W/O Rebuild	836,659.98	8,855.31	509,556.72	163,261.93	8,705.83	509,711.14	1,087,394.05	263,894.14	7,065.57	163,335.16	0.00	0.00	3,558,439.83	5,907,700.00
Program Expenses														
HeartSafe Admin Expense	15,000.00	76.70	77.71	201.03	123.82	189.82	603.61	776.61	832.01	2,066.07			19,947.38	17,000.00
HeartSafe Payroll	3,302.15	6,604.42	4,402.95	4,402.94	4,402.94	4,402.94	6,853.70	4,486.05	4,797.94	4,425.00			48,081.03	28,000.00
HeartSafe Training & Equipment	118.64	126.63	727.12	244.86	0.00	2,000.00	0.00	559.93	3,315.88	128.36			7,221.42	55,000.00
School Health Admin	41.93	415.29	1,133.52	5,013.05	25,310.51	9,109.83	4,388.27	2,782.18	3,115.12	12,585.70			63,895.40	87,000.00
School Health Payroll	7,915.17	15,678.24	10,092.82	10,092.82	10,092.82	10,092.82	15,543.76	10,168.39	7,892.41	8,001.95			105,571.20	131,500.00
Gabet salary expense adjust									(830.77)	184.62			(646.15)	
School Health Grants	204,650.00	172,706.50	15,000.00	144,462.50	25,808.00	200,064.22	239,608.83	525,201.50	179,695.03	311,923.80			2,019,120.38	2,611,500.00
Total Program Expenses	231,027.89	195,607.78	31,434.12	164,417.20	65,738.09	225,859.63	266,998.17	543,974.66	198,817.62	339,315.50	0.00	0.00	2,263,190.66	2,930,000.00
Total Expenses Without Rebuild	1,134,644.29	266,378.90	582,894.10	387,849.34	142,833.41	3,615,802.67	1,413,498.28	861,240.89	260,759.00	558,492.79	0.00	0.00	9,224,393.67	12,408,600.00
Net Surplus/Loss Without Rebuild	(1,086,740.79)	(275,679.60)	(535,142.83)	(220,792.90)	737,287.23	2,960,144.92	(693,729.00)	(774,836.19)	(306,554.81)	2,386,674.34	0.00	0.00	2,190,630.37	(508,300.00)
A one time grant of \$4.3 million approved 2/3/10 for the rebuild of the South County Health Center will be paid from District reserves & is not included in the operating budget														
San Mateo Medical Ctr. Rebuild	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	1,300,000.00	0.00	0.00	0.00	0.00	0.00	3,300,000.00	0.00
Total Expenses With Rebuild	2,134,644.29	1,266,378.90	582,894.10	387,849.34	142,833.41	3,615,802.67	2,713,498.28	861,240.89	260,759.00	558,492.79	0.00	0.00	12,524,393.67	0.00
Net Surplus/Loss After Rebuild	(2,086,740.79)	(1,275,679.60)	(535,142.83)	(220,792.90)	737,287.23	2,960,144.92	(1,993,729.00)	(774,836.19)	(306,554.81)	2,386,674.34	0.00	0.00	(1,109,369.63)	0.00

SEQUOIA HEALTHCARE DISTRICT
Balance Sheet

Agenda Item No. 3.d
Board of Directors Meeting
6/4/14

	July	August	September	October	November	December	January	February	March	April	May	June
ASSETS												
Current Assets												
Cash (WF-MMA)	\$ 1,178,273.77	\$ 2,778,833.59	\$ 2,179,314.22	\$ 1,779,741.38	\$ 2,280,141.37	\$ 4,880,813.23	\$ 1,681,703.09	\$ 1,431,982.83	\$ 1,232,247.18	\$ 3,332,718.23		
Cash (WF)	247,688.23	43,489.47	77,458.67	240,885.27	467,635.17	174,014.89	763,674.68	107,393.41	85,875.01	253,224.62		
Cash from Investments	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70	748,711.70		
Cash Equivalents	14,237,091.51	11,223,661.51	11,260,463.51	11,282,038.51	11,298,743.51	11,279,648.51	11,311,387.51	11,393,947.51	11,305,764.51	11,336,653.51		
J. Gabet Reimbursement									830.77	646.15		
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Current Assets	16,411,765.21	14,794,696.27	14,265,948.10	14,051,376.86	14,795,231.75	17,083,188.33	14,505,476.98	13,682,035.45	13,373,429.17	15,671,954.21	0.00	0.00
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	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57	513,129.57		
Tenant Improvements	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29	215,113.29		
Equipment	60,169.05	60,169.05	60,169.05	60,169.05	60,169.05	60,169.05	60,169.05	60,169.05	68,615.18	68,615.18		
Furniture	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91	28,259.91		
Accumulated Depreciation	(1,585,644.62)	(1,592,039.28)	(1,598,433.94)	(1,604,828.60)	(1,611,223.26)	(1,617,617.92)	(1,624,012.58)	(1,630,407.24)	(1,636,801.90)	(1,643,196.56)		
Net Property/Plant/Equipment	763,494.55	757,099.89	750,705.23	744,310.57	737,915.91	731,521.25	725,126.59	718,731.93	720,783.40	714,388.74	0.00	0.00
Total Assets	17,175,259.76	15,551,796.16	15,016,653.33	14,795,687.43	15,533,147.66	17,814,709.58	15,230,603.57	14,400,767.38	14,094,212.57	16,386,342.95	0.00	0.00
LIABILITIES & FUND BALANCE												
Current Liabilities												
Accounts Payable	\$ 3,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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	1,817,418.96	1,473,384.96	1,473,384.96	1,473,384.96	1,473,384.95	794,801.96	204,801.96	149,801.96	149,801.96	55,258.00		
Accrued Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Current Liabilities	1,824,333.96	1,476,549.96	1,476,549.96	1,476,549.96	1,476,549.95	797,966.96	207,966.96	152,966.96	152,966.96	58,423.00	0.00	0.00
Fund Balances												
Invested in Capital Assets	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21	766,724.21		
Fund Balance	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38	16,670,942.38		
Net Surplus/Loss	(2,086,740.79)	(3,362,420.39)	(3,897,563.22)	(4,118,529.12)	(3,381,068.89)	(420,923.97)	(2,415,029.98)	(3,189,866.17)	(3,496,420.98)	(1,109,746.64)		
Total Fund Balance	15,350,925.80	14,075,246.20	13,540,103.37	13,319,137.47	14,056,597.70	17,016,742.62	15,022,636.61	14,247,800.42	13,941,245.61	16,327,919.95	0.00	0.00
Total Liabilities & Fund Balance	17,175,259.76	15,551,796.16	15,016,653.33	14,795,687.43	15,533,147.66	17,814,709.58	15,230,603.57	14,400,767.38	14,094,212.57	16,386,342.95	0.00	0.00

**SEQUOIA HEALTHCARE DISTRICT
ACTUAL VERSUS BUDGET**

Agenda Item No.3.d
Board of Directors Meeting
6/4/14

	July	August	September	October	November	December	January	February	March	April	May	June	Actual YTM	Ten month budget
INCOME														
Rental Income	3,422.94	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86	3,559.86			35,461.68	35,583.33
Tax Revenue	9,599.00	0.00	6,907.63	14,492.95	859,450.80	3,790,804.81	683,573.45	0.00	38,561.54	2,910,242.53			8,313,632.71	7,416,666.67
Investment Income	34,307.00	(13,430.00)	36,802.00	21,575.00	16,705.00	(19,095.00)	31,739.00	82,560.00	(88,183.00)	30,889.00			133,869.00	125,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	127,000.00	0.00	0.00	0.00	0.00	0.00	0.00			127,000.00	-
Interest Income	574.56	569.44	481.78	428.63	404.98	677.92	896.97	284.84	265.79	475.74			5,060.65	6,333.33
Pension Income	0.00	0.00	0.00	0.00	0.00	2,800,000.00	0.00	0.00	0.00	0.00			2,800,000.00	2,800,000.00
Total Income	47,903.50	(9,300.70)	47,751.27	167,056.44	880,120.64	6,575,947.59	719,769.28	86,404.70	(45,795.81)	2,945,167.13	0.00	0.00	11,415,024.04	10,383,583.33
EXPENSES														
Administrative Expenses														
Admin. Expense	239.18	573.56	781.38	588.69	707.75	443.49	530.38	771.78	1,845.07	2,367.35			8,848.63	10,000.00
Admin. Payroll	12,737.46	24,701.76	16,277.27	16,277.26	16,277.26	16,277.26	25,936.98	25,804.32	17,652.91	17,652.84			189,595.32	190,000.00
Board Health Insurance	3,336.75	6,936.75	3,336.75	6,132.39	3,336.75	3,966.15	2,324.43	2,124.26	6,654.93	5,565.69			43,714.85	62,500.00
Employee Health Insurance	1,569.20	3,635.35	3,282.90	2,422.65	3,358.42	3,282.90	4,432.01	5,128.04	4,859.26	2,826.95			34,797.68	40,000.00
Employee Retirement Benefit	1,026.95	2,073.66	1,402.96	1,402.96	1,402.96	1,402.96	2,097.06	1,740.39	1,352.99	1,343.20			15,246.09	14,166.67
Investment Fees	0.00	0.00	0.00	12,396.99	3,750.00	0.00	7,850.13	3,750.00	0.00	7,860.71			35,607.83	54,166.67
Office Supplies/Equip Maint	125.36	499.12	572.50	304.39	1,201.54	453.60	485.24	165.30	475.63	325.61			4,608.29	6,250.00
Accounting Fees (1)	0.00	1,405.40	0.00	0.00	0.00	17,000.00	0.00	0.00	0.00	0.00			18,405.40	17,000.00
Board Expense	0.00	0.00	0.00	0.00	27.94	46.15	150.00	576.78	225.00	1,062.90			2,088.77	6,666.67
Associations/Memberships (2)	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00			7,800.00	10,300.00
Communications	31.71	0.00	162.20	320.10	24,870.45	140.54	238.42	182.03	0.00	167.90			26,113.35	24,000.00
Public Relations	4,200.00	4,200.00	4,200.00	4,200.00	5,250.00	5,967.50	0.00	0.00	0.00	262.50			28,280.00	41,666.67
Web Site/IT	5,515.00	865.00	500.00	2,647.50	878.17	11,832.95	1,980.00	2,515.64	6,922.50	2,975.50			36,632.26	18,333.33
Insurance/D&O (3)	26,587.04	(2,004.75)	0.00	2,669.00	(2,754.75)	0.00	0.00	(2,640.75)	0.00	0.00			21,855.79	21,000.00
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 (4)	0.00	0.00	0.00	0.00	0.00	7,527.00	0.00	0.00	0.00	0.00			7,527.00	8,000.00
Legal Fees	0.00	89.00	1,648.50	0.00	624.00	535.00	1,805.71	734.00	5,449.00	1,864.00			12,749.21	20,833.33
Bank Fees	0.00	0.00	0.00	3.00	0.00	33.00	0.00	0.00	0.00	0.00			36.00	83.33
Total Admn. Expenses	55,368.65	50,474.85	32,164.46	49,364.93	58,930.49	68,908.50	47,830.36	40,851.79	45,737.29	44,275.15	0.00	0.00	493,906.47	544,966.67
Pension Plan Expense (5)	0.00	0.00	0.00	0.00	0.00	2,800,000.00	0.00	0.00	0.00	0.00			2,800,000.00	2,800,000.00
Total Admn. With Pension Plan	55,368.65	50,474.85	32,164.46	49,364.93	58,930.49	2,868,908.50	47,830.36	40,851.79	45,737.29	44,275.15	0.00	0.00	3,293,906.47	3,344,966.67
Property Expenses														
Maintenance	2,160.10	2,546.57	737.50	2,314.16	1,434.23	1,210.83	3,699.50	4,207.50	662.60	2,944.97			21,917.96	20,833.33
Utilities	1,188.69	2,499.73	2,606.64	2,096.46	1,630.11	3,717.91	1,181.54	1,918.14	2,081.26	2,227.35			21,147.83	16,666.67
Property Insurance (6)	1,844.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1,844.32	2,000.00
Depreciation	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66	6,394.66			63,946.60	70,833.33
Total Property Expenses	11,587.77	11,440.96	9,738.80	10,805.28	9,459.00	11,323.40	11,275.70	12,520.30	9,138.52	11,566.98	0.00	0.00	108,856.71	110,333.33

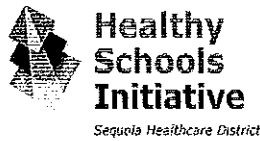
**SEQUOIA HEALTHCARE DISTRICT
ACTUAL VERSUS BUDGET**

Agenda Item No.3.d
Board of Directors Meeting
6/4/14

	July	August	September	October	November	December	January	February	March	April	May	June	Actual YTM	Ten month budget
Grant Expenses														
Grant Admin Expenses	76.93	100.00	600.00	500.00	632.06	315.93	0.00	0.00	681.56	396.18			3,302.66	5,000.00
Grant Admin Payroll	3,267.86	7,026.03	5,547.80	5,547.82	5,547.82	5,547.82	8,735.50	7,478.00	5,884.01	5,884.18			60,466.84	49,166.67
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	500,000.00	0.00	0.00	500,000.00	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	153,173.00			612,695.00	510,583.33
Other Grants	4,500.00	1,300.00	0.00	1,500.00	0.00	1,500.00	0.00	2,200.00	500.00	3,000.00			14,500.00	13,333.33
Sequoia Hospital Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
San Mateo Med.Ctr. W/O Rebuild	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00	0.00			250,000.00	250,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	0.00			250,000.00	250,000.00
Community Grants Program (7)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00
Chronic Disease Management	641.19	429.28	3,408.92	2,540.11	2,525.95	2,347.39	484.55	4,216.14	0.00	881.80			17,475.33	16,666.67
Total Grant Expenses	836,659.98	8,855.31	509,556.72	163,261.93	8,705.83	509,711.14	1,087,394.05	263,894.14	7,065.57	163,335.16	0.00	0.00	3,558,439.83	3,444,750.00
Program Expenses														
HeartSafe Admin Expense	15,000.00	76.70	77.71	201.03	123.82	189.82	603.61	776.61	832.01	2,066.07			19,947.38	14,166.67
HeartSafe Payroll	3,302.15	6,604.42	4,402.95	4,402.94	4,402.94	4,402.94	6,853.70	4,486.05	4,797.94	4,425.00			48,081.03	23,333.33
HeartSafe Training & Equipment	118.64	126.63	727.12	244.86	0.00	2,000.00	0.00	559.93	3,315.88	128.36			7,221.42	45,833.33
School Health Admin	41.93	415.29	1,133.52	5,013.05	25,310.51	9,109.83	4,388.27	2,782.18	3,115.12	12,585.70			63,895.40	72,500.00
School Health Payroll	7,915.17	15,678.24	10,092.82	10,092.82	10,092.82	10,092.82	15,543.76	10,168.39	7,892.41	8,001.95			105,571.20	109,583.33
Gabet salary expense adjust									(830.77)	184.62				
School Health Grants	204,650.00	172,706.50	15,000.00	144,462.50	25,808.00	200,064.22	239,608.83	525,201.50	179,695.03	311,923.80			2,019,120.38	2,176,250.00
Total Program Expenses	231,027.89	195,607.78	31,434.12	164,417.20	65,738.09	225,859.63	266,998.17	543,974.66	198,817.62	339,315.50	0.00	0.00	2,263,836.81	2,441,666.67
Total Expenses Without Rebuild	1,134,644.29	266,378.90	582,894.10	387,849.34	142,833.41	3,615,802.67	1,413,498.28	861,240.89	260,759.00	558,492.79	0.00	0.00	9,225,039.82	9,341,716.67
Net Surplus/Loss Without Rebuild	(1,086,740.79)	(275,679.60)	(535,142.83)	(220,792.90)	737,287.23	2,960,144.92	(693,729.00)	(774,836.19)	(306,554.81)	2,386,674.34	0.00	0.00	2,190,630.37	1,041,866.67
A one time grant of \$4.3 million approved 2/3/10 for the rebuild of the South County Health Center will be paid from District reserves & is not included in the operating budget														
San Mateo Medical Ctr. Rebuild	1,000,000.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			2,000,000.00	0.00
Total Expenses With Rebuild	2,134,644.29	1,266,378.90	582,894.10	387,849.34	142,833.41	3,615,802.67	1,413,498.28	861,240.89	260,759.00	558,492.79	0.00	0.00	11,225,039.82	
Net Surplus/Loss After Rebuild	(2,086,740.79)	(1,275,679.60)	(535,142.83)	(220,792.90)	737,287.23	2,960,144.92	(693,729.00)	(774,836.19)	(306,554.81)	2,386,674.34	0.00	0.00	190,630.37	

CEO Report: June 2014

1. ACHD - attended Legislative Days in April. Met with State Senator Jerry Hill and Assemblyman Rich Gordon and Kevin Mullins. Also attended ACHD annual conference in May and was a workshop presenter on our grants program.
2. Presentation - was the luncheon speaker of the May meeting of the Harbor Association at Van's Restaurant. Topic was on our County's efforts to provide health care to all residents.
3. Living Healthy Workshops - two successful classes were held in April- May with a total of 22 participants. We hired Dori Sproul as a facilitator. She is a veteran health educator and program manager.
4. Oral Health Coalition - assumed the position of committee chair when our previous chair, Aaron Lones moved to Portland. Led May coalition meeting featuring a presentation by longtime dental leader, Dr. Jared Fine.
5. Other activities include:
 - Attended a variety of events organized by: Sustainable San Mateo County, CORA, RCEF, Star Vista, and Peninsula Volunteers.
 - Participated in grants review meetings, First5 Evaluation and Personnel Committee meetings, RWC 2020 meetings, Village Planning meetings, Nursing admission meeting, Dine-out Planning meetings, Hospice House discussion meetings and Healthy School Planning meetings.
6. Upcoming event: Senior Day on June 13 in RWC



Activity Summary for April- May 2014

I. **Highlights**

Much of March through April were spent reviewing grant applications with the CC grants committee and following up with applicants. For the Healthy Schools Initiative, the several weeks leading up to the May 6 Board meeting were spent reviewing HSI grant applications, sub-contractor Scope of Work Forms, and meeting with wellness Coordinators and School district administrators from all 8 school districts to formalize funding requests and action plans for the 2014-15 school year.

This process resulted in the proposal that was presented to the Board just prior to the May 6th meeting. In addition we have revised both our application and reporting process for HSI to help strengthen the connection among the non-profit service providers, wellness coordinators and school district administration as well as to improve accountability and program monitoring and alignment of the program's and school district's goals.

On June 20 from 11a -2p, we will host an Open House here at the SHD Offices where we will provide refreshments and deliver the grant checks to our 2014-15 grant recipients. Board members are welcome (and encouraged) to stop by.

II. **HSI and CC Grants**

2014-15 Grantees- HSI

- Thank you SHD Board for approving the 12 recommended HSI grants for the 2014-15 grants cycle. These programs greatly contribute to the success of the overall initiative.
- Your approval to expand our support among other school district partners next fiscal year to include part-time Wellness Coordinators will increase capacity for those districts to implement a coordinated approach to student health and leverage additional resources.
- As of May 22, all grant agreements have been sent to new grant recipients along with Scope of work Change Forms where needed
- We will disperse first grant checks on June 20th at the Open House.

Current Grantees- HSI

- Final Reports for the 2013-14 grants cycle are due on June 20th. A summary of these reports will be provided to the Board in early July.

2014-15 Grantees- Caring Community

- Nine of the 32 grantees approved for funding in 2014 are providing new programs and we look forward to getting to know these programs in more depth this year.
- As of May 22, all grant agreements have been sent to new grant recipients along with Scope of work Change Forms where needed
- We will disperse first grant checks on June 20th at the Open House.

Current Grantees- CC Grants

- Final Reports for the 2013-14 grants cycle are due on June 30th. A summary of these reports will also be provided to the Board in late July.

III. PE +

- On May 19th, PE+ Board of Directors met to revisit program goals, procedures, and development for the 2014-15 school year. Some decisions regarding individual school-partner assignments are still pending as of this report.
- Applied Survey Research is expected to be completed with program evaluation of the PE+ by this August.

IV. A few highlights from our School District Partners:

With only a few weeks of the school year to go, the districts are winding down this year, but are gearing up for next. Given that each district outlined their progress this year and priorities and action plans for next year in my report to the Board on May 6th, I did not request a report from our school partners for this Board report. However, an update since the May 6 meeting is below:

- I am in the process of updating MOU's with each of our school district partners to reflect the proposal and budget approved by the SHD Board on May 6.
- Sequoia Union High School District administration revised their funding request to include a second full-time nurse for their district who would primarily serve the medically high need population in their district (Trace students). SHD has been supporting this position half time. Lee has agreed to support this request with the SUHSD sharing in the cost of this position. An increase has been made to the SUHSD budget allocation in the amount of \$25,000.
- Belmont-Redwood Shores updated their financial contribution information which shows a significant increase in the amount they actually support for health and wellness than they originally reported. That update will be provided to the SHD Board at the June 4 Board meeting.
- For the first time, SHD staff along with students from our nursing program will host a booth at the Menlo Park City School District Health and Wellness fair on June 1 where over 4,000 families are expected to attend. Nursing students will be doing blood pressure screenings, our HeartSafe program will be doing hands-only CPR, and Jennifer and I will have a demonstration of sugar-sweetened beverages and promote water first for thirst.

V. Other

On May 15, all SHD staff participated in the annual *Make Time for Fitness* event hosted by Sequoia Hospital's Health and Wellness. *Make Time for Fitness* brings together all 4th grade students in the Redwood City School District to an event held at Red Morton Park aimed at educating kids on making lifelong healthy choices.

HeartSafe Program

Activity Summary for April and May 2014

HeartSafe Region Task Force Meetings

Attend and participate in regional planning and support.

New AED Placements

- Belmont/Redwood Shores District Office
- Arguello Park
- Heather School Sports Field
- Lauriola Park Sports Field
- Highlands Park*

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

- Sequoia High School
- Menlo Atherton High School
- Carlmont High School
- Woodside High School
- Redwood High School
- Atherton PD*
- Temple Beth El*
- Footsteps After School Care*
- Woodside Village Church*
- Woodside Elementary School
- Raiser Construction*
- Bowditch Middle School
- Brewer Island School
- Foster City Elementary
- Charles Armstrong School*
- George Hall Elementary*
- Sequoia Preschool*
- Sequoia Healthcare District

AED / CPR Trainings – Over 1000 trained!

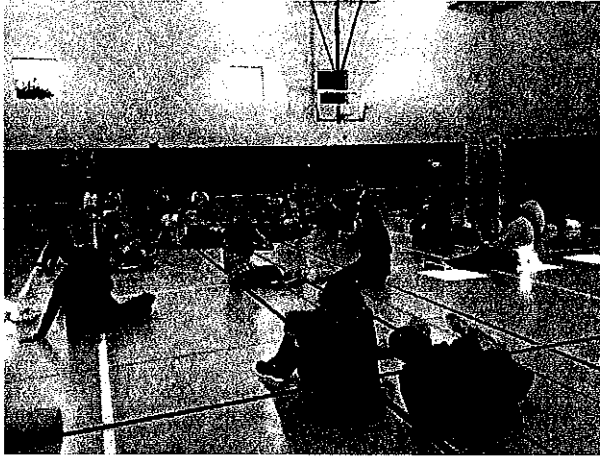
- Girl Scout Leaders
- Redwood High School
- Belmont/Redwood Shores School
- Ralston Middle School 7th graders
- Sequoia High School maintenance dept.
- Carlmont High School Freshmen
- Menlo Atherton High School Freshmen
- Seq HS special needs students
- Sequoia Hospital open house

* indicates paid for by that organization

AED / CPR Scheduled Trainings

- CORA
- St. Matthias Church
- San Carlos Little League coaches and managers
- Menlo Park Health Fare

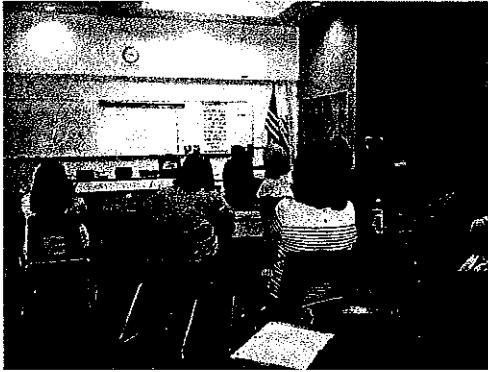
Photographs



Carlmont Freshmen



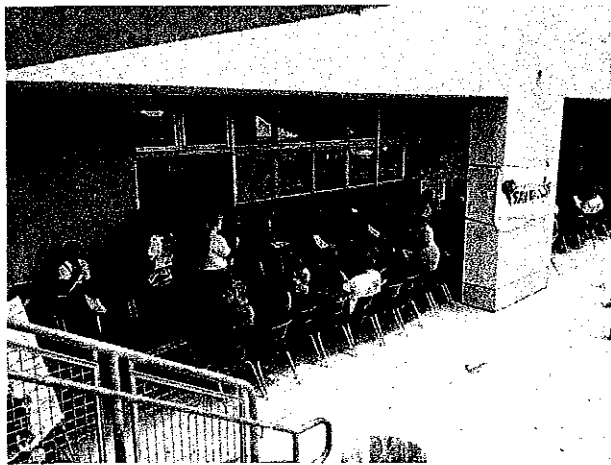
Menlo Atherton High School Freshmen



Belmont / Redwood Shores Staff Members

The photos below are from a recent high school cardiac screening held in San Diego County sponsored by the Eric Paredes Save a Life Foundation. Board Member Kim Griffin and I attended the event and volunteered processing the students. Additionally, cardiologists, nurses and others volunteered their time to process 812 students. Nine students were found to be at risk for cardiac arrest. Those students and their parents met with a cardiologist to discuss the findings and to refer them to treatment as necessary.





SEQUOIA HEALTHCARE DISTRICT
County of San Mateo, State of California
RESOLUTION 14-3
RESOLUTION DETERMINING DATE AND ADOPTING PROVISIONS
FOR THE 2014 SEQUOIA HEALTHCARE DISTRICT GENERAL ELECTION

WHEREAS, the terms of three (3) members of the Board of Directors of Sequoia Healthcare District expire at noon, local time, on the first Friday in December of 2014, i.e., on Friday, December 5, 2014 (Elections Code §§10505 and 10554);

WHEREAS, the three directors whose terms are expiring are Arthur Faro, John “Jack” Hickey and Jerry Shefren; 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 4, 2014;

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The Sequoia Healthcare District General Election shall be held on November 4, 2014.
2. At the election, successors shall be chosen for the three (3) 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. According to the District’s Conflict of Interest Code, there is no requirement for a candidate to file Form 700 (Statement of Economic Interests) by the date of filing the Declaration of Candidacy.
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 4, 2014, is hereby requested. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Elections Code §10418.

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, 2014.

PASSED AND ADOPTED by the Board of Directors of Sequoia Healthcare District this 4th day of June, 2014, by the following vote.

AYES: _____
NOES: _____
ABSENT: _____

Kathleen M. Kane
Secretary, Board of Directors

ATTEST:

Clerk, Board of Directors

Transparency Concerns

We have been asked by ACHD to take steps to conform to being a “Transparent District.” They have established criteria of what actions must be taken to receive this designation. It is the staff’s recommendation that we take the necessary steps to be in full compliance.

We have also been asked by the Grand Jury to comply with recommendations outlined by the Special District Association to become transparent under their criteria. Again it is the staff’s recommendation that we also take the necessary steps to comply with this request.

Lee Michelson, CEO

May27, 2014

Sequoia Healthcare District Board Meeting
June 4, 2014

SFSU/Sequoia Nurse Education Partnership Annual Update

1. Introductions
 - a. Sheri Sassarini, BSN, RN, MA; Academic Coordinator/Advisor
SFSU Nursing Program at Cañada College
 - b. Mary Ann van Dam, RN, PhD, PNP; Director and Associate Professor,
School of Nursing, San Francisco State University
2. Academic/program highlights for 2013-14 (Sheri Sassarini)
 - a. Cohort 9
 - All 40 graduated, 2 returnees
 - Large percentage receive honors - Sigma Theta Tau
 - b. Cohort 10 –
 - Curriculum development - successes and changes
 - c. Program promotional activities:
 - Community involvement – Sequoia Hospital open house, Teddy Bear
Fun Run, other activities
 - Information sessions at CSM and Cañada College
 - Pre-nursing club launched at Cañada College
3. Admissions update for fall 2014 (Sheri Sassarini)
 - a. Cohort 10 – 32 admitted, one from wait list
 - b. Review demographic data
4. Future planning (Sheri Sassarini)
 - a. Simulation facility
 - b. Funding development
 - c. Website development
 - d. New grad program at Sequoia Hospital

MISSION HOSPICE & HOME CARE HOSPICE HOUSE REQUEST

- We have launched a \$15 million capital campaign to build a Hospice House in the Sequoia Healthcare district boundaries.
- We are actively looking for a location to build the Hospice House and have made one offer on a property in San Carlos.
- We are requesting up to a one-time \$2 million investment that will be secured to the property and/or building assets.
- We plan to “break ground” in 2015 and purchase property in 2014.
- We have hired Sterrin Bird and Marsha Eddleman to lead the campaign and we expect full board and active community support.
- The Hospice House will be available to serve the whole community and we anticipate that over 500 patients and their families will be served in a given year.
- The cost of construction is expected to be around \$9 million and the property is expected to be around \$3 million. The rest of the money will be dedicated to start-up and furnishing of the building.
- Drs. Stephen Weller and Gary Pasternak, Marsha Eddleman and Dwight Wilson, CEO will be at the meeting to address the board and answer questions.



2014-15 Budget Narrative

Income: The projected income for 2014-15 is \$12.25 million compared to \$11.9 million for 2013-14. Tax income is predicted to increase to \$9.5 million and we do not anticipate receiving an EBIDA share from Sequoia Hospital. Per the suggestion of the pension underwriters, we have set the pension expense and off-setting income at \$2.6 million compared to \$2.8 million last year.

Expenses: Projected expenses for 2014-15 are \$12.7 million compared to \$12.4 million in fiscal year 2013-14. Administrative costs have increased because of election costs that were not relevant in 2013-14. Grant expenses are slightly higher with the addition of the grant to Apple Tree Dental and Healthy School support.

Net: We anticipate spending \$469,500 more than we receive which is about \$40,000 less than projected for 2013-14.

**Sequoia Healthcare District
Operating Budget
Fiscal Year Ending June 30, 2014**

	Assumption Number	Approved Budget 2013- 2014	Draft Budget 2014-2015
INCOME			
Rental Income	1	\$ 42,700	\$ 44,400
Tax Revenue		8,900,000	9,500,000
Investment Income	2	150,000	100,000
Interest Income		7,600	6,000
Pension Income	3	2,800,000	2,600,000
Return on Investment - Sequoia Hosp.	4	-	-
Total Revenues		\$ 11,900,300	\$ 12,250,400
EXPENSES			
Administrative Expenses			
Admin. Expense	5	240,000	245,000
Board Health Insurance		75,000	60,000
Employee Health Insurance	6	48,000	48,000
Employee Retirement Benefit	7	17,000	18,000
Investment Fees		65,000	48,000
Office Supplies/Equip Maint		7,500	7,500
Purchased Services	8	-	50,000
Accounting fees		17,000	19,000
Board Expense		8,000	8,000
Association/Membership Fees		10,300	17,800
Communications	9	25,000	25,000
Public Relations	10	50,000	30,000
Web Site/IT		22,000	30,000
Insurance/D&O		21,000	21,000
Election Fees	11	-	200,000
LAFCO fees		8,000	10,000
Legal Fees		25,000	20,000
Bank Fees		100	100
Total Administrative Expenses		\$ 638,900	\$ 857,400
Pension Expense			
Pension Plan Expense	12	2,800,000	2,600,000
PROPERTY EXPENSES			
Maintenance		25,000	30,000
Utilities		20,000	26,000
Insurance/Property		2,000	2,000
Depreciation		85,000	80,000
Total Property Expenses		\$ 132,000	\$ 138,000
Grant Expenses			
Grant Admin Expenses	13	65,000	78,000
Children's Health Initiative		1,350,000	1,350,000
SFSU Nursing Program		1,000,000	475,000
Samaritan House Medical Clinic		612,700	663,000
Other Grants		20,000	60,000
San Mateo Medical Center		1,000,000	1,000,000
Ravenswood-Belle Haven Clinic		500,000	500,000
Community Grants Program		1,340,000	1,350,000
Chronic Disease Management		20,000	30,000
Apple Tree Dental	14	-	500,000
Total Grant Expenses		\$ 5,907,700	\$ 6,006,000
Program Expenses			
HeartSafe Program	15	100,000	148,500
School Health Program	16	2,830,000	2,970,000
Total Program Expenses		\$ 2,930,000	\$ 3,118,500
Total Expenses		\$ 12,408,600	\$ 12,719,900
Net Surplus/Loss**		\$ (508,300)	\$ (469,500)

** Funds will be transferred from District Reserves to cover deficit.

**Sequoia Healthcare District
Budget for Fiscal Year Ending 6/30/2015
Assumptions**

Revenue Assumptions

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

Expense Assumptions

- 5 Administration Expense primarily covers 80% salary expense of CEO, 100% salary expense of Exec. Coordinator, payroll service expense and conference expenses
- 6 Employee Health Insurance benefit includes inlieu payments for HeartSafe Coordinator and SHI Nutrition Manager
- 7 Employee Retirement Benefit is staff employee 401K contribution match
- 8 Purchased services increased from previous year due to consultant(s) to advise on Transfer Agreement
- 9 Communications expense is primarily production and mailing costs of annual report to the community
- 10 Public Relations expense is budgeted at the current contract rate
- 11 Election expense for November 2015 general election
- 12 Pension Expense (and Income) are pass-through items based on current projections

Grants

- 13 Grants Administration primarily covers inhouse grant processing; 20% of CEO & 35% of Youth Program Director salary expense
- 14 Apple Tree Dental is new commitment

Programs

- 15 HeartSafe program budget over prior year due to increased expenses from classroom buildout.
- 16 School Health Initiative budget increased \$140,000 over prior year due to additional funding for Wellness Coordinator positions

Agenda Item 5.f.
Board of Directors Mtg. 6-4-14

The President will appoint an ad hoc committee to meet with Sequoia Hospital Administration and Dignity Health to discuss the performance of the Transfer Agreement entered into by the District in 2007.

The Board authorizes as necessary hiring appropriate consultants to assist that committee with their discussions not to exceed \$50,000.