



525 Veterans Blvd.  
Redwood City, CA 94063

650-421-2155 Phone  
650-421-2159 Fax

[www.sequoiahealthcaredistrict.com](http://www.sequoiahealthcaredistrict.com)

**A G E N D A**  
**SEQUOIA HEALTHCARE DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**4:30PM, Wednesday, August 26, 2015**  
**Conference Room, 525 Veterans Boulevard**  
**Redwood City, CA 94063**

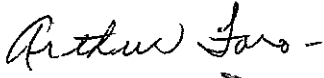
1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items\*
- ACTION 3. Consent Calendar - President Faro
  - a. Approve June 3, 2015 Regular Meeting Minutes
  - b. Accept June and July 2015 Financial Statements
4.
  - a. CEO Report - Mr. Michelson
  - b. Healthy Schools & PE+ Report - Ms. Kurtzman
  - c. HeartSafe Report - Mr. Nielsen
- ACTION 5. Old Business
  - a. Consider Grant Request Of \$25,000 For St. Vincent de Paul To Support Nutrition Program For Low-Income Residents - Ms. Kurtzman
- ACTION 6. New Business
  - a. Consider Grant Request Of \$1,000,000 To Support Mission Hospice's Hospice Home In San Mateo - Mr. Dwight Wilson
  - b. Progress Update: Apple Tree Dental - Dr. Dick Gregory
  - c. Development Ad-Hoc Committee Report - Dr. Shefren
- ACTION 6. d. Director Requests For Future Agenda Items Per Board Policy 8.3 - President Faro
- ACTION 7. Adjourn to Closed Session For The Purpose Of
  - a. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
GOVERNMENT CODE § 54956.9(a)  
Name of case: *In the matter of The Stuart Lindsay Testamentary Trust*, San Mateo Superior Court Probate Action No. 81126.
  - b. Under Government Code Sections 54957 and 54957.6 for the following purposes:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION (54957)  
Title: Chief Executive Officer of Sequoia Healthcare District  
CONFERENCE WITH LABOR NEGOTIATOR (54957.6)  
Agency Designated Representative: Arthur Faro, Board President & Kathleen Kane, Vice President  
Unrepresented Employee: Chief Executive Officer of Sequoia Healthcare District

- ACTION      8.      Reconvene To Open Session: Announce Any Reportable Actions Taken In Closed Session
9.      Adjourn. The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, October 7, 2015 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.

  
Arthur Faro  
Board President

**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS  
SEQUOIA HEALTHCARE DISTRICT**

**June 3, 2015**

**Conference Room, 525 Veterans Boulevard  
Redwood City, CA 94063**

**Directors Present**

Director Griffin  
Director Hickey  
Director Kane  
Director Shefren

**Directors Excused**

Director Faro

**Also Present**

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

**1. Call to Order**

In President Faro's absence, Director Kane, as Vice President called the meeting to order at 4:30 PM.

**2. Public Comment/Non-Agenda Items**

Director Griffin reported that she attended the annual ACHD meeting in Monterey. One of the seminars addressed changes to Medicare which will add to the challenges of healthcare providers.

**3.a. - 3.c. Consent Calendar**

Director Hickey asked that items 3.a and 3.b be removed from the Consent Calendar.

**Motion:** To approve the remaining agenda item 3.c. (March and April 2015 financial statements).

**By:** Director Shefren

**Seconded by:** Director Griffin

**Vote:** 4-0

**Motion Passed**

Referencing the April 1<sup>st</sup> minutes, Director Hickey stated that item 5.b is inaccurate.

**Motion:** To amend item 5.b.

**By:** Director Hickey

There was no second to the motion.

**Motion:** To approve item 3.a (April 1, 2015 minutes) as presented.

**By:** Director Kane

**Seconded by:** Director Griffin

**Vote:** 3-1 with Director Hickey opposed.

**Motion Passed**

In the May 13, 2015 minutes, Director Hickey noted that the votes shown for agenda items 4.a and 4.b were incorrect.

**Motion:** To approve item 3.b (May 13, 2015 minutes) as corrected.

**By:** Director Shefren

**Seconded by:** Director Kane

**Vote:** 4-0

**Motion Passed**

#### 4. CEO & Staff Reports

CEO Report: In addition to Mr. Michelson written report, he announced that leaders of the nursing program are launching a major fundraising campaign on November 2<sup>nd</sup>.

Healthy Schools: Ms. Kurtzman's formal year-end report was presented at the May 13 special meeting.

HeartSafe program: Mr. Nielsen reported that an additional 1,400 community members have been trained in CPR since the April 1<sup>st</sup> board meeting.

#### 5.a. Request to Approve Healthy Schools Initiative Budget for 2015-2016 of \$3,222,960

Ms. Kurtzman explained that the \$255,719 increase over last year's budget will allow for expansion of the PE+ program to an additional school, a summer program and additional social and emotional support programs. Major goals for the coming year include further identifying the programs strengths/weaknesses; improving data collection; innovative approaches to social and emotional health needs of students; expansion of HSI newsletter and a pilot breakfast program to low income students.

Ms. Gabet told the Board that of the 18 Letters of Intent received for Healthy Schools grants, 14 are recommended totaling \$265,000. Eight grants are for social-emotional program, three for physical activity and three for nutrition programs.

**Motion:** To approve Healthy Schools Initiative budget for 2015-2016 of \$3,222,960.

**By:** Director Shefren

**Seconded by:** Director Griffin

**Vote:** 3-1 with Director Hickey opposed.

**Motion Passed**

Director Shefren expressed concern that the HSI budget keeps increasing and he suggested a study session of the Board as to how to approach this.

#### 5.b. Community Grants Program: Approve Programs Recommended For Funding 2015/2016

Due to personal involvement, Director Kane announced that she will recuse herself from voting on the grant to St. Vincent de Paul and offered the following motion:

**Motion:** To remove the grant to St. Vincent de Paul for separate consideration.

**By:** Director Kane

**Seconded by:** Director Griffin

**Vote:** 4-0

**Motion Passed**

Ms. Kurtzman thanked the members of the Grants Committee - Directors Kane and Griffin, Mr. Michelson, Tom Mohr, Ruth West, and Marie Violet. The Committee is requesting funding for 34 agencies totaling \$1.6 million.

**Motion:** To approve \$1.6 million for the Community Grants program as recommended by the Grants Review Committee.

**By:** Director Shefren

**Seconded by:** Director Griffin

**Vote:** 3-1 with Director Hickey opposed.

**Motion Passed**

Director Kane recused herself and left the room.

**Motion:** To table the grant to St. Vincent de Paul

**By:** Director Hickey

There was no second.

Director Hickey left the room and there was no longer a quorum. The grant to St. Vincent de Paul is therefore tabled until the next meeting of the Board.

Directors Kane and Hickey returned to the meeting.

Several members of the audience from community nonprofit organizations spoke to the importance of the grants program and thanked the Board for their support.

#### **5.c. Consider Adoption of the Proposed Budget for Fiscal Year Ending June 30, 2016**

Mr. Michelson anticipates revenue to be approximately \$12 million for 2015-16 due to increased tax revenue. The only significant increase in expense is Mission Hospice at \$500,000 which is contingent upon them finding a location. The result is a budget negative \$535,500 which will be paid from District reserves.

**Motion:** To approve the proposed budget for fiscal year ending June 30, 2016.

**By:** Director Shefren

**Seconded by:** Director Griffin

**Vote:** 3-1 with Director Hickey opposed

**Motion Passed**

#### **5.d. Development Agreement Subcommittee Report**

Director Shefren reported that he, Director Griffin and Mr. Michelson met again with Michael Blaszyk who proposed reporting to the Board on the financial performance of Sequoia Hospital. His letter was received today but Director Shefren has not had time to review it and will report at a later meeting.

#### **5.e. Amend District Board Policy That Email Communication To And From Directors Relating To District Activities Shall Utilize Their Official District Email Address As Listed On The District Website.**

Director Hickey suggested that all Directors have and use a District email address for communications between one another and with District staff.

**Motion:** Amend District board policy that email communication to and from Directors relating to District activities shall utilize their official District email address as listed on the District website. The CEO shall ensure that Directors are provided the instructions and access codes for such bi-directional utilization and are encouraged to access their District email in a timely manner.

**By:** Director Hickey

There was no second.

#### **5.f. Director Requests for Future Agenda Items**

Director Kane asked if any Director had an agenda item request. There were none.

#### **6. Adjourn**

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

**By:** Director Kane

**Seconded by:** Director Griffin

**All in favor**

**Motion Passed**

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, August 5, 2015, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kim Griffin  
Secretary

**SEQUOIA HEALTHCARE DISTRICT**  
**Balance Sheet**

Agenda Item No. 3.b  
Board of Directors Meeting  
8/26/15

	July	August	September	October	November	December	January	February	March	April	May	June
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash (WF-MMA)	\$ 1,934,503.84	\$ 1,934,914.63	\$ 1,935,312.26	\$ 1,935,723.22	\$ 1,936,121.01	\$ 5,936,943.13	\$ 4,738,084.65	\$ 3,888,882.79	\$ 3,539,575.22	\$ 6,040,362.60	\$ 5,841,367.89	\$ 5,092,332.76
Cash (WF)	199,017.52	681,665.74	440,130.15	811,161.68	563,274.29	353,923.25	298,385.53	157,257.52	87,676.72	202,634.28	916,576.10	63,066.58
Cash from Investments	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70	246,156.70
Cash Equivalents	11,873,712.51	9,896,151.51	9,879,677.51	9,915,641.51	9,938,654.51	9,917,327.51	9,974,430.51	9,955,891.51	9,988,500.51	9,995,564.51	9,998,534.51	9,988,505.51
J. Gabet Reimbursement	92.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172,958.00
<b>Total Current Assets</b>	<b>14,253,482.86</b>	<b>12,758,888.58</b>	<b>12,501,276.62</b>	<b>12,908,683.11</b>	<b>12,684,206.51</b>	<b>16,454,350.59</b>	<b>15,257,057.39</b>	<b>14,248,188.52</b>	<b>13,861,909.15</b>	<b>16,484,718.09</b>	<b>17,002,635.20</b>	<b>15,563,019.55</b>
<b>Other Assets</b>												
Prepaid Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	355,741.34
<b>Property, Plant &amp; Equipment</b>												
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	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	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	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	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	215,113.29	215,113.29
Improvements-Classroom	6,984.28	7,110.44	60,520.44	60,520.44	83,410.44	83,410.44	83,410.44	83,410.44	83,410.44	83,410.44	83,410.44	85,690.44
Equipment	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	68,615.18	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	28,259.91	28,259.91
Accumulated Depreciation	(1,662,063.38)	(1,668,140.88)	(1,674,218.38)	(1,680,295.88)	(1,686,373.38)	(1,692,450.88)	(1,698,528.38)	(1,704,605.88)	(1,710,683.38)	(1,716,760.88)	(1,722,838.38)	(1,728,915.88)
<b>Net Property/Plant/Equipment</b>	<b>702,506.20</b>	<b>696,554.86</b>	<b>743,887.36</b>	<b>737,809.86</b>	<b>754,622.36</b>	<b>748,544.86</b>	<b>742,467.36</b>	<b>736,389.86</b>	<b>744,312.36</b>	<b>738,234.86</b>	<b>732,157.36</b>	<b>728,359.86</b>
<b>Total Assets</b>	<b>14,955,989.06</b>	<b>13,455,443.44</b>	<b>13,245,163.98</b>	<b>13,646,492.97</b>	<b>13,438,828.87</b>	<b>17,202,895.45</b>	<b>15,999,524.75</b>	<b>14,984,578.38</b>	<b>14,606,221.51</b>	<b>17,222,952.95</b>	<b>17,734,792.56</b>	<b>16,291,379.41</b>
<b>LIABILITIES &amp; FUND BALANCE</b>												
<b>Current Liabilities</b>												
Accounts Payable	\$ 9,807.52	\$ 2,873.62	\$ 98.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 20,098.88
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	3,165.00	3,165.00
Grants Payable	1,299,096.00	727,893.00	692,508.09	675,000.00	675,000.00	675,000.00	51,000.00	51,000.00	30,000.00	30,000.00	30,000.00	1,974,873.08
Accrued Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,160.74
<b>Total Current Liabilities</b>	<b>1,312,068.52</b>	<b>733,931.62</b>	<b>695,771.71</b>	<b>678,165.00</b>	<b>678,165.00</b>	<b>678,165.00</b>	<b>54,165.00</b>	<b>54,165.00</b>	<b>33,165.00</b>	<b>33,165.00</b>	<b>33,165.00</b>	<b>2,014,297.70</b>
<b>Fund Balances</b>												
Invested in Capital Assets	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00	705,418.00
Fund Balance	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00	13,598,331.00
Net Surplus/Loss	(659,828.46)	(1,582,237.18)	(1,754,356.73)	(1,335,421.03)	(1,543,085.13)	2,220,981.45	1,641,610.75	626,664.38	269,307.51	2,886,038.95	3,397,878.56	329,074.83
<b>Total Fund Balance</b>	<b>13,643,920.54</b>	<b>12,721,511.82</b>	<b>12,549,392.27</b>	<b>12,968,327.97</b>	<b>12,760,663.87</b>	<b>16,524,730.45</b>	<b>15,945,359.75</b>	<b>14,930,413.38</b>	<b>14,573,056.51</b>	<b>17,189,787.95</b>	<b>17,701,627.56</b>	<b>14,632,823.83</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>14,955,989.06</b>	<b>13,455,443.44</b>	<b>13,245,163.98</b>	<b>13,646,492.97</b>	<b>13,438,828.87</b>	<b>17,202,895.45</b>	<b>15,999,524.75</b>	<b>14,984,578.38</b>	<b>14,606,221.51</b>	<b>17,222,952.95</b>	<b>17,734,792.56</b>	<b>16,647,121.53</b>

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

Agenda Item No.3.b  
Board of Directors Meeting  
8/26/15

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 14-15
<b>INCOME</b>														
Rental Income	3,559.86	3,559.86	3,844.64	3,703.45	3,703.45	3,703.45	3,703.45	3,703.45	3,703.45	3,703.45	3,703.45	3,703.45	44,295.41	44,400.00
Tax Revenue	0.00	10,945.29	0.00	455,353.40	458,455.03	4,023,021.15	316,300.97	509,311.99	45,393.09	3,016,092.88	833,486.32	340,443.18	10,008,803.30	9,500,000.00
Investment Income	(10,522.00)	22,439.00	(16,474.00)	35,964.00	23,013.00	(21,327.00)	57,103.00	(18,539.00)	32,609.00	7,064.00	2,970.00	(10,029.00)	104,271.00	100,000.00
Interest Income	478.96	422.57	402.86	414.32	404.51	827.98	1,148.91	802.27	694.16	791.28	1,007.83	969.65	8,365.30	6,000.00
Pension Income	0.00	0.00	0.00	0.00	0.00	2,600,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600,000.00	2,600,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	351,987.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	351,987.05	0.00
Total Income	(6,483.18)	37,366.72	(12,226.50)	847,422.22	485,575.99	6,606,225.58	378,256.33	495,278.71	82,399.70	3,027,651.61	841,167.60	335,087.28	13,117,722.06	12,250,400.00
<b>EXPENSES</b>														
<b>Administrative Expenses</b>														
Admin. Expense	323.57	631.24	3,103.49	594.42	486.83	764.77	418.79	988.93	1,154.51	1,229.44	1,364.88	793.75	11,854.62	13,000.00
Admin. Payroll	16,897.63	20,196.44	17,107.56	18,645.85	17,107.56	17,107.57	27,250.67	17,843.23	17,843.18	17,887.66	17,817.80	24,976.86	230,682.01	232,000.00
Board Health Insurance	3,505.80	3,505.80	3,505.80	2,416.56	3,505.80	9,512.34	9,628.57	4,147.21	2,950.19	1,266.62	2,116.13	16,551.11	62,611.93	60,000.00
Employee Health Insurance	5,041.29	4,604.74	1,824.70	2,402.24	3,947.44	3,061.34	3,219.35	4,087.12	3,401.10	2,390.30	4,287.20	3,204.13	41,470.95	48,000.00
Employee Retirement Benefit	923.61	2,179.16	1,468.78	1,525.94	1,468.78	1,468.78	2,203.17	1,478.73	1,495.37	1,473.74	1,473.74	2,052.70	19,212.50	18,000.00
Investment Fees	0.00	0.00	0.00	0.00	3,750.00	0.00	14,830.46	3,750.00	6,933.42	0.00	3,750.00	10,718.45	43,732.33	48,000.00
Office Supplies/Equip Maint	453.44	559.09	549.58	357.86	1,027.55	670.21	452.68	437.84	558.17	223.02	1,673.95	670.30	7,633.69	7,500.00
Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00
Accounting fees	0.00	0.00	0.00	0.00	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000.00	19,000.00
Board Expense	0.00	71.31	0.00	105.00	70.85	28.69	28.13	20.00	308.81	1,595.46	763.99	0.00	2,992.24	8,000.00
Associations/Membership	0.00	7,500.00	180.00	0.00	0.00	0.00	0.00	0.00	10,000.00	300.00	0.00	0.00	17,980.00	17,800.00
Communications	539.13	0.00	0.00	29,472.68	0.00	0.00	0.00	708.77	999.56	0.00	432.47	446.49	32,599.10	25,000.00
Public Relations	1,350.00	0.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,710.00	30,000.00
Web Site/IT	8,115.00	1,012.88	2,007.50	3,743.55	1,345.62	10,840.00	1,520.00	1,952.82	3,552.96	1,487.00	2,119.32	3,423.55	41,120.20	30,000.00
Insurance/D&O	26,832.00	(48.50)	171.00	0.00	(2,732.50)	0.00	0.00	(2,732.50)	0.00	0.00	(2,732.50)	0.00	18,757.00	21,000.00
Election Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	177,910.37	0.00	0.00	0.00	0.00	177,910.37	200,000.00
LAFCO fees	0.00	0.00	0.00	0.00	8,369.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,369.00	10,000.00
Legal Fees	0.00	2,570.00	4,357.00	826.00	2,007.50	964.00	1,423.00	141.75	2,551.50	189.00	2,362.50	7,786.01	25,178.26	20,000.00
Bank Fees	0.00	0.00	0.00	0.00	0.00	30.02	0.00	0.00	0.00	0.00	0.00	0.00	30.02	100.00
Total Admin. Expenses	63,981.47	42,782.16	34,635.41	60,090.10	57,354.43	44,447.72	60,974.82	210,734.27	51,748.77	28,042.24	35,429.48	70,623.35	760,844.22	857,400.00
Pension Plan Expense	0.00	0.00	0.00	0.00	0.00	2,600,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,600,000.00	2,600,000.00
Total Admin. With Pension Plan	63,981.47	42,782.16	34,635.41	60,090.10	57,354.43	2,644,447.72	60,974.82	210,734.27	51,748.77	28,042.24	35,429.48	70,623.35	3,360,844.22	3,457,400.00
<b>Property Expenses</b>														
Maintenance	1,030.00	1,613.94	1,100.00	1,427.94	1,667.60	1,350.00	1,288.22	1,428.00	2,578.00	2,403.18	1,889.89	2,016.77	19,793.54	30,000.00
Utilities	1,243.47	1,838.71	3,027.29	1,869.70	2,807.66	2,875.59	1,594.05	2,512.75	2,462.55	1,189.39	2,506.75	4,702.71	28,630.62	26,000.00
Property Insurance	1,678.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,678.51	2,000.00
Depreciation	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	6,077.50	72,930.00	80,000.00
Total Property Expenses	10,029.48	9,530.15	10,204.79	9,375.14	10,552.76	10,303.09	8,959.77	10,018.25	11,118.05	9,670.07	10,474.14	12,796.98	123,032.67	138,000.00



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

Agenda Item No.3.b  
Board of Directors Meeting  
8/26/15

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 14-15
<b>Grant Expenses</b>														
Grant Admin Expenses	0.00	39.85	400.00	547.03	153.56	22,554.35	434.59	949.12	4,645.17	319.21	605.66	13,334.47	43,983.01	6,000.00
Grant Admin Payroll	5,623.41	6,766.83	5,840.66	5,840.66	5,840.66	5,840.65	9,187.01	6,024.48	6,024.39	5,979.97	5,935.56	10,217.39	79,121.67	72,000.00
Children's Health Initiative	0.00	675,000.00	0.00	0.00	0.00	0.00	0.00	675,000.00	0.00	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	470,237.00	0.00	0.00	0.00	0.00	0.00	0.00	4,763.00	475,000.00	475,000.00
Samaritan House Grant	165,674.00	0.00	0.00	165,674.00	0.00	0.00	165,674.00	0.00	0.00	165,674.00	0.00	0.00	662,696.00	663,000.00
Other Grants	24,500.00	1,250.00	0.00	5,000.00	0.00	0.00	5,750.00	3,388.52	4,000.00	1,500.00	1,500.00	1,500.00	48,388.52	60,000.00
San Mateo Medical Ctr. So County	0.00	0.00	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00	1,000,000.00	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	0.00	250,000.00	500,000.00	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	1,600,000.00	1,600,000.00	1,725,500.00
Chronic Disease Management	0.00	1,351.25	665.00	4,298.04	303.16	4,913.76	788.87	2,442.01	5,635.24	5,840.62	3,041.06	3,226.85	32,505.86	30,000.00
Apple Tree Dental	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	0.00	500,000.00	500,000.00
<b>Total Grant Expenses</b>	<b>445,797.41</b>	<b>684,407.93</b>	<b>6,905.66</b>	<b>181,359.73</b>	<b>476,534.38</b>	<b>33,308.76</b>	<b>681,834.47</b>	<b>937,804.13</b>	<b>20,304.80</b>	<b>179,313.80</b>	<b>261,082.28</b>	<b>2,383,041.71</b>	<b>6,291,695.06</b>	<b>6,381,500.00</b>
<b>Program Expenses</b>														
HeartSafe Admin Expense	0.00	15,101.12	222.08	353.48	99.79	272.73	415.66	80.51	2,023.48	8,009.88	1,058.83	285.68	27,923.24	20,950.00
HeartSafe Payroll	3,965.86	5,751.12	4,534.60	4,534.60	4,534.60	4,534.60	7,058.34	4,802.40	5,250.48	4,668.52	4,668.52	6,502.58	60,806.22	59,650.00
HeartSafe Training & Equipment	442.55	236.00	0.00	1,548.71	5,099.31	58.03	721.67	0.00	0.00	0.00	0.00	14,456.23	22,562.50	67,400.00
School Health Admin	585.00	919.68	5,317.89	5,447.82	3,821.32	3,544.85	1,382.47	5,996.80	27,676.00	2,789.60	5,927.78	7,930.44	71,339.65	57,000.00
School Health Payroll	9,608.89	12,488.49	10,572.62	10,572.65	10,572.62	10,572.60	16,271.78	10,632.22	10,572.75	10,572.69	10,686.96	14,726.20	137,850.47	136,500.00
Gabet salary expense adjust	184.62	92.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276.91	
School Health Grants	118,750.00	188,466.50	87,500.00	155,204.29	124,670.88	135,116.62	179,994.58	330,156.50	311,062.24	167,853.37	0.00	893,527.84	2,692,302.82	2,777,000.00
<b>Total Program Expenses</b>	<b>133,536.92</b>	<b>223,055.20</b>	<b>108,147.19</b>	<b>177,661.55</b>	<b>148,798.52</b>	<b>154,099.43</b>	<b>205,844.50</b>	<b>351,668.43</b>	<b>356,584.95</b>	<b>193,894.06</b>	<b>22,342.09</b>	<b>937,428.97</b>	<b>3,013,061.81</b>	<b>3,118,500.00</b>
<b>Total Expenses</b>	<b>653,345.28</b>	<b>959,775.44</b>	<b>159,893.05</b>	<b>428,486.52</b>	<b>693,240.09</b>	<b>2,842,159.00</b>	<b>957,613.56</b>	<b>1,510,225.08</b>	<b>439,756.57</b>	<b>410,920.17</b>	<b>329,327.99</b>	<b>3,403,891.01</b>	<b>12,788,633.76</b>	<b>13,095,400.00</b>
<b>Net Surplus/Loss</b>	<b>(659,828.46)</b>	<b>(922,408.72)</b>	<b>(172,119.55)</b>	<b>418,935.70</b>	<b>(207,664.10)</b>	<b>3,764,066.58</b>	<b>(579,357.23)</b>	<b>(1,014,946.37)</b>	<b>(357,356.87)</b>	<b>2,616,731.44</b>	<b>511,839.61</b>	<b>(3,068,803.73)</b>	<b>329,088.30</b>	<b>(845,000.00)</b>

**CEO Report: August 2015**

1. Oral Health Coalition: The Coalition has hired our contractors to conduct a comprehensive oral health assessment for San Mateo County with the goal of completing the document by May 2016. The Coalition is also planning a reception to meet the new California dental director, a new position established by the Governor.
2. Nursing program: Cohort 13 starts classes next week with 32 new students. SFSU Nursing is kicking off a major fundraising campaign in November with a reception on November 2nd. Our Board and staff will be invited to attend.
3. Living Healthy Classes: We will be offering four 7 week workshops starting in September with locations in Redwood City, Belmont, San Carlos and Menlo Park. When possible we will be adding an 8<sup>th</sup> session focused on CPR training. In November we will be offering the program in Foster City in partnership with Peninsula Healthcare District.
4. Sequoia 70: The advisory committee has been established and has started meeting. Peninsula Family Service has hired a project manager to coordinate the pilot study. The advisory committee consists of about 20 community leaders that work with the older adult population.
5. Apple Tree Dental: ATD will be holding their open house at the San Mateo location on October 22<sup>nd</sup>. Board members and staff will be invited.
6. Financial performance: During the 3 year timeframe of 2012-2015, the District had income of \$40 million and expenses of \$39.5 million. We had budgeted a \$2 million net loss for this period but were actually able to have a positive performance. These numbers do not include the reserve dollars that were used to pay for our commitment to the rebuilding of the South County clinic in North Fair Oaks.
7. ACHD: The 2015 annual conference has been scheduled for May 3-6 in Monterey.

Pamela Kurtzman  
Staff Report for June-July 2015

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*Activity Summary*

*I. Healthy Schools Initiative Updates:*

- Jennifer Gabet  
The most significant update and change impacting HSI is Jennifer's resignation. We currently do not have plans to replace her. Rather, we are considering cost-efficient options for PE+ oversight and nutrition education programming.
- MOU's with school districts  
All have been signed and are in place for the 2015-16 year with the exception of Menlo Park City (changes pending MPCSD Board approval (September 1) and SUHSD (pending final review by Superintendent)
- California Healthy Kids Survey  
San Mateo County School Wellness Alliance Advisory Group, which consists of myself and several of our wellness Coordinators, developed the San Mateo Module of the CHKS survey this summer. The modules have been designed to complement the core modules of the CHKS and will be used to inform HSI programming. We will also look to align the survey with our own data collection and impact evaluation of the Initiative over the past 5 years. At this point, the survey is still in draft form and waiting review by Anne Campbell.
- HSI subcontractor final report outcomes 2014  
At the time of Jennifer's last staff report, subcontractor final reports had not yet been received. Kingsley Chan, our summer intern, summarized the outcomes as reported in the attached table. Overall, programs appeared to have met expectations and provided some benefit, however continued refinement of our outcome measures and evaluation tools will help to understand the true impact these programs are having on their intended targets.
- PE+  
I will be working with the PE+ development team and PE+ board over the next several weeks to determine what support is needed moving forward and creating a plan.

A need exists this fall to revise and build upon some of the "Nutrition Huddles" Jennifer created. I am exploring how best to meet this need.

We have been working with ASR over the summer to help with data collection, data entry, and outcomes reporting on the California State Physical Fitness Test (PFT) performed by PE+ coaches during the 2014-15 school year for all students in 3rd, 5th, and 7th grade. The full report will be available in late September and shared with the SHD Board at the October meeting.

## II. *Caring Community Grants 2015*

- Society of St. Vincent de Paul grant funding is pending SHD Board approval at Aug 26 meeting. The \$25,000 grant request allows St. Vincent de Paul to provide safety net services helping to prevent homelessness by providing food, clothing, rent and utilities assistance.
- Agency site visits:
  - Mental Health Association- Kim Griffin and I visited toured their Redwood City location (impressive) and met with the new Public Health Nurse funded through our grants program. We also met with one of their residents. The depth and quality of their wellness programming was good, but I was especially impressed by the rapport the nurse appeared to have with the residents.
  - *Pending*
    - Jasper Ridge Veteran's Horseback Riding Program: August 31st at 4:30p in Portola Valley
    - Adaptive PE Active Aging Week: September 28- Oct 2 at VMSC. I will be participating in several activities
    - Boys and Girl's Club: October 2 at 3:30p

## III. *Healthy Kids*

- On July 31st, members of the Healthy Kids Advisory Committee met to discuss local implications of the recent Medi-Cal expansion for undocumented children including expected enrollment, depth, quality, and availability of services, particularly dental services. We also discussed (and speculated) how it might impact future funding needs. It is too soon to understand all the implications, or even when the benefit will kick in for eligible children, although we know it will not be sooner than May 2016.

## IV. *Committee Meetings and Conferences*

- Participated in several meetings of the School Wellness Alliance throughout June and July to work on CHKS modules for San Mateo County
- Redwood City 20/20 Community School Expansion Workgroup meeting- June 6
- Healthy Kids meeting- July 31
- Quarterly Get Healthy Advisory Committee meeting- August 17th
- Attended conference on Race and Equality at Stanford- July 22
- Attended Google Tech Event exploring technology and healthcare- Aug 13
- Have been meeting with wellness coordinators individually to review priorities and action plans for the 2015-16 school year

Program	School District	Units of Service	Satisfaction	Outcomes
Teen Talk Middle School	San Carlos	11	81% of Central and Tierra Linda students completed the parent communication homework assignment. 86% of parents stated that participating helped them feel more comfortable talking about sex and relationships with their students in the future	Pre and post-test with 85% of students scoring 80% or higher. 90% of students will be able to name one clinic for access to free and confidential health services. 80% of students will say they are more likely to wait to have sex after hearing the presentation by the Teen Parent Panel
Teen Talk Middle School	Belmont-Redwood Shores	14	75% of students completed the assignment and 86% of parents	
Teen Talk Middle School	Sequoia Union	100	65% of students completed the assignment and 80% of parents	
Transition Program	Sequoia Union	1443	CCP Student Exit Survey about their experience in counseling in general and with their specific counselor	Developmental Asset Profile measures internal strengths and external supports, Transition Student and Staff Survey, and Children's Global Assessment of Functioning Scale (see report for exact numerical goals)
Starvista-School Based Counseling Services	Redwood City	5313	94% of all individuals surveyed reported being satisfied with StarVista counseling services and 90% reported that StarVista counseling services were helpful to the student	83% of individuals reported an improvement in the student's top ranked treatment goal, and 75% reported an improvement in the student's secondary treatment goal (see report for examples) 86% of parents reported improvement in their children 72% of teachers reported improvement in their students and 100% of students reported improvement in themselves
Starvista-School Based Counseling Services	Belmont-Redwood Shores	1820		
Starvista-School Based Counseling Services	Sequoia Union	2260		

Starvista-Lucky Kids Club	Redwood City	336	Data for over 95% of program participants. Surveys are completed by teachers so unable to gather satisfaction rates	Walker Survey Instruments measure student's performance in three areas of teacher preferred social behaviors, peer preferred social behaviors, and classroom adjustment behaviors with 75% of participants having improved scores. The Walker-McConnell Scale had 71% of students with improved outcomes
Starvista-Children's Place	Redwood City	4370	100% of the post surveys indicated that students felt they knew there were people and places they could go to for help	Pre and post surveys with questions about how students feel about their parents drinking habits, with emphasis on ensuring that students are educated about a emotionally and physically healthy lifestyle
PE Coaching	Belmont-Redwood Shores	576	Use of Teacher Surveys allow for feedback about service delivery and additional refinement of the curriculum. Fifth Grade Physical Fitness Test also identifies areas of greater need	Students increased daily physical activity, meeting state and national standards in physical fitness testing. Students also demonstrated the skills they were required to learn
Legarza PE	San Carlos School District	3990	85% of students said they enjoy PE	99% said they learned how to be healthy and fit in PE and 23% increase in students who participate in after school sports (refer to final report for full list of short and long term outcomes)
The Parent Education Series	Sequoia Union	23	99-100% rated the Parent Education Series as "Valuable" with most rating the Series as "Very Valuable". 92-95% of parents agree that the Series helps them parent their teens.	Attendance at events has significantly increased, with total attendance in 2014-2015 at 3,600 total registered attendees. (Refer back to final report for more details)

# HeartSafe Program

Activity Summary for June and July 2015

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## HeartSafe Region Task Force Meetings

Attend and participate in regional planning and support.

## AED / CPR Trainings – Over 200 persons trained!

- Family and Friends Classes
- Coyote Point “Dad and Me” event
- SMC Library “Maturing Gracefully” group
- Law firm in Menlo Park

## AED / CPR Scheduled Trainings

- Community classes in our classroom
- Redwood City School District Maintenance Department
- Belmont/Redwood Shores yard duty personnel
- San Carlos Tennis Club
- Salvation Army

## AED Placements

- ACHD

## SHCD HeartSafe Program Vehicle

Our new HeartSafe van is here and operational. This used minivan has SHCD and HeartSafe Program signage. The vehicle is equipped with mannequins, practice AEDs, tables, chairs and other equipment used at away CPR classes. The vehicle is available for all staff members for official District business.



## Photographs







Other: \$160,000

Organization Name	Program Name	Program Description	Amount Currently Funded	Amount Requested	Amount Recommended
Corbett Group Homes	R.I.S.E	RISE is a drop-in center that provides counseling, leadership, and academic support for commercially sexually exploited youth	new	\$30,000	\$30,000
Mission Hospice	Transitions	Palliative and end of life care through a combination of volunteer and professional services	\$25,000	\$35,000	\$25,000
St. Vincent de Paul	Safety Net Services	Prevents Homelessness by providing food, clothing, rent and utilities assistance,	new	\$25,000	\$25,000
Star-Vista	Day Break	A transitional living program for homeless, runaway, and former foster youth aged 16-21	\$75,000	\$85,000	\$80,000

Many programs focus on serving either youth or adults with a few serving both. A listing of programs serving children and youth exclusively are listed below, and separately listed, are programs serving primarily adults and seniors.

#### Children and Youth: \$482,000

- Adolescent Counseling Services (\$32,000): After School Counseling Services and Outlet Program
- AFAR- SNAP (\$35,000)
- Boys and Girls Club-Triple Play (\$85,000)
- CASA- Core Services (\$50,000)
- Corbett Group Homes- RISE Center (\$30,000)
- El Centro de Libertad- Youth Intervention (\$60,000)
- Friends for Youth- Why Mentoring? Whole Health for Youth (\$40,000)
- Police Activities League- PAL Health, Sports, and Fitness (\$30,000)
- Sheriff's Activity League- Academicos and Healthy Kids (\$35,000)
- Star Vista- Daybreak (\$85,000)

Agenda Item No. 5.A.  
 Board of Directors Meeting  
 Date 8-26-15



*Hospice House Campaign*  
MISSION HOSPICE & HOME CARE

A presentation to the  
Sequoia Healthcare District Board  
August 26, 2015



## The 16<sup>th</sup> Avenue property

An exceptional, centrally located facility



## The 16<sup>th</sup> Avenue property

Intimate and homelike





## The 16<sup>th</sup> Avenue property

10 beautifully appointed private rooms



## A new model of care

Offering a range of services

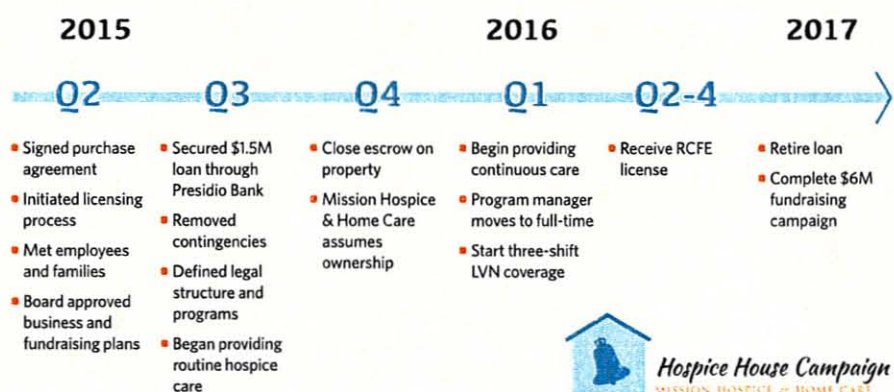
- **Hospice Continuous Care** – for those whose symptoms can not be managed at home. Primary care provided by a nurse and an aide.
- **Routine Hospice Care** – including caregiver respite and comfort care.
- **Existing RCFE program** – for lifetime of current occupants.

## A period of transition

Escrow closes October 1, 2015

- Current residents may stay as long as they wish.
- Individuals are admitted when the family and physician decide that it is appropriate.
- We will ramp up to full hospice house care over a couple of years.

## 16<sup>th</sup> Avenue timeline



*Hospice House Campaign*  
MISSION · HOSPICE · HOME CARE

## Funding model

### Balancing care with costs

Most costs of **patient care** will be covered by Medicare and private insurance.

**Room and board** will be privately paid, based on a sliding scale.



## Projected operating budget

Assumes 85% occupancy and capture of 50% of per diem expenses via sliding scale

	2015	2016	2017
<b>Revenue</b>	\$145,000	\$1,170,000	\$1,500,000
<b>Expenses</b>	\$145,000	\$1,470,000	\$1,800,000
<b>Net</b>	0	(\$300,000)	(\$300,000)

## Serving Sequoia HCD

### Patient population

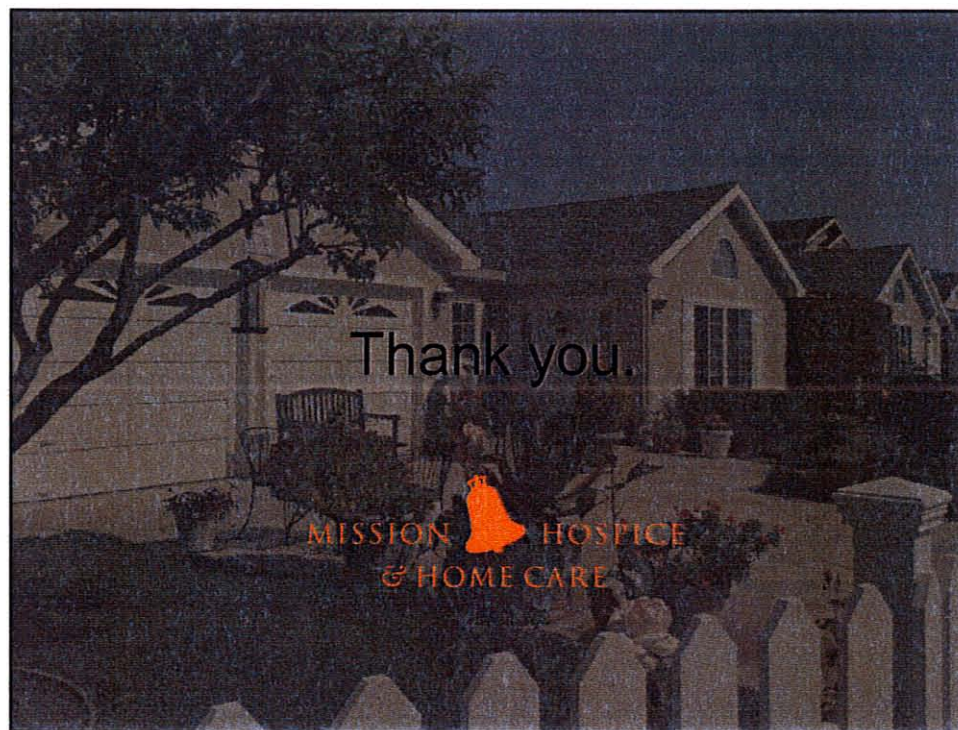
- Assuming **85% capacity**, the hospice house will serve ~3,100 patient-days/ year with approx. \$310,000 subsidized.
- **25%** of current Mission Hospice & Home Care patients live within the District.
- We estimate that Mission Hospice will provide **\$75,000-\$85,000** of subsidized care per year within the Sequoia Healthcare District.

## Expenses and campaign goal

Deadline: July 31, 2017

Hospice House Campaign	
Property purchase and related expenses	\$3,500,000
One-time startup expenses	\$1,400,000
Non-reimbursable care (two years)	\$600,000
Maintenance fund	\$500,000
<b>Campaign goal</b>	<b>\$6,000,000</b>





## Apple Tree Summary

1. In April 2014, the Board heard a presentation from Apple Tree dental and their plans to offer services in San Mateo County. The concept was to establish a clinic in the city of San Mateo and to offer a mobile program that would bring dental services to those- in- need in our District.
2. In May 2014 Apple Tree requested funding from the District to support both the establishment of the clinic and the mobile program. The Board agreed to initially fund \$500,000 and a pledge to fund an additional \$500,000 if performance measures were met.
3. A memorandum of understanding was developed with Apple Tree that was signed in June of 2014 that stated that the district would pay \$500,000 in exchange for the clinic and mobile program being operational by January 2015 and that a minimum of 500 District residents served by June 30, 2015.
4. The memorandum was revised in November of 2014 extending the time period of opening the clinic and the mobile program to April 30, 2015 and extending the deadline for serving the 500 residents to October 31, 2015.
5. A progress report was sent to the District on April 30, 2015 indicating that the clinic would open in May, that the mobile vans were being redesigned and that they would begin serving patients.
6. Dr. Dick Gregory will be updating the Board as to the current status at our August Board meeting.

**MINUTES OF SPECIAL MEETING  
BOARD OF DIRECTORS  
SEQUOIA HEALTHCARE DISTRICT  
May 6, 2014**

**Conference Room, 525 Veterans Boulevard  
Redwood City, CA 94063**

**Directors Present**

Director Faro  
Director Griffin  
Director Kane  
Director Shefren

**Directors Excused**

Director Hickey

**Also Present**

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

**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

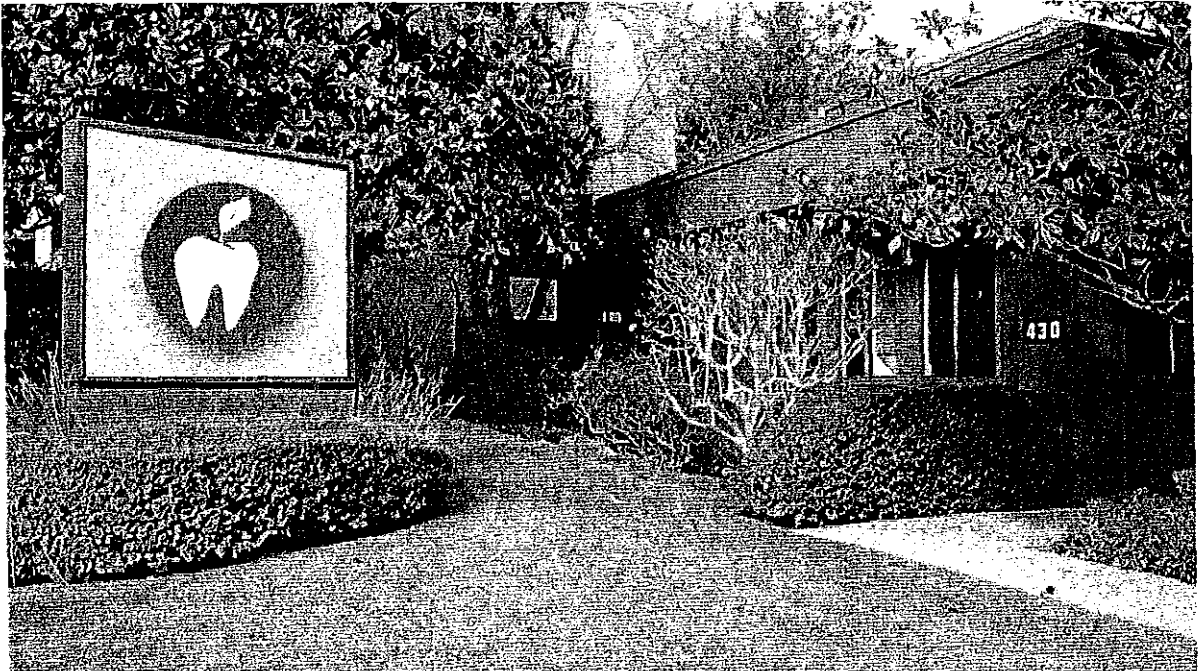
**Seconded by:** Director Faro

**Vote:** 4-0

**Motion Passed**

Mr. Lee Michelson, CEO  
To: Sequoia Healthcare District  
Submitted: April 30, 2015  
By: Apple Tree Dental

## Apple Tree Dental Grant Progress Report #1



### Introduction

This report reflects activities performed from January through April 2015. The report maintains a cumulative account of progress launching the San Mateo Center for Dental Health ("San Mateo Center").

### San Mateo Center Opening

On April 27, 2015, Apple Tree Dental received our Certificate of Occupancy from the City of San Mateo. As such, the San Mateo Center is scheduled to open on May 4, 2015.

### Mobile Dental Equipment & MDV Truck

From Spring through Summer 2014, Apple Tree staff, including Dr. Michael Helgeson,

CEO, Ms. Karen Engstrom, COO, and Mr. Ken Njos, Transportation Director, worked with Adec designers and engineers to develop a new mobile delivery system using Adec's latest dental chairs and delivery systems, as the chairs and systems available in 2009 are no longer in production. After many months of design, we completed the plans for the newest iteration of Apple Tree's Mobile Dental Office and they are currently in the final stages of customization. The large MDV Truck and customized box have also been ordered and will be delivered imminently.

### **Staff Recruitment & Training**

To date, Apple Tree has hired 25 dental professionals and support staff to work at the San Mateo Center. In addition to hiring Dr. Dick Gregory as our San Mateo Center Director, we have hired Ms. Kristen Jarvi, RDH, MS, as the Office Manager.

During the first week of March, Ms. Jarvi traveled to Minnesota for orientation and training on our electronic health record and employee management systems. Staff training has been ongoing for all other staff members both in Minnesota and California.

The San Mateo Center computer system has been operational since the end of March, facilitating the scheduling of appointments for a smooth opening.

### **Phase II Fundraising Efforts**

Apple Tree submitted an Oral Health Initiative proposal to First 5 San Mateo County to deliver on-site dental services to Head Start children in San Mateo County. We are expected to hear whether we will be funded shortly. Additional fundraising efforts are ongoing, but will accelerate once the San Mateo Center has opened.

Please contact Leigh DeBiasse, Development Director, at [ldbiasse@appletreedental.org](mailto:ldbiasse@appletreedental.org) or 763.600.6824 if you have questions or require additional information.