



**Sequoia
Healthcare
District**

525 Veterans Blvd.
Redwood City, CA 94063

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

www.sequoiahealthcaredistrict.com


A G E N D A
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
4:30PM, Wednesday, December 2, 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 - Vice President Kane
 - a. Approve October 7, 2015 Regular Meeting Minutes
 - b. Accept September and October 2015 Financial Statements
4.
 - a. CEO Report - Mr. Michelson
 - b. Healthy Schools & PE+ Report - Ms. Kurtzman
 - c. HeartSafe Report - Mr. Nielsen
- ACTION 5. New Business
 - a. Director Requests For Future Agenda Items Per Board Policy 8.3 - Vice President Kane
- ACTION 6. Adjourn to Closed Session For The Purpose Of:
 - a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Consideration of initiation of litigation pursuant to Government Code Section 54956.9(d)(4) - One potential case
- ACTION 7. Reconvene To Open Session: Announce Any Reportable Actions Taken In Closed Session
8. Adjourn. The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, February 3, 2016 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
October 7, 2015
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

Directors Present

Director Faro
Director Griffin
Director Hickey
Director Kane
Director Shefren

Directors Excused

Also Present

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

1. Call to Order

By: President Faro
Time: 4:30pm

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

2. Public Comment/Non-Agenda Items

Dr. Dick Gregory of Apple Tree Dental announced that the organization has received official licensure and is scheduling appointments and all dentists are now able to bill from the San Mateo location. Thus far, the mobile program has served 118 District residents for screening and assessments and it is anticipated that Apple Tree will reach their goal of 500 residents within the next 30 days.

3.a. - 3.b. Consent Calendar

Director Hickey asked that agenda item 3.c be removed from the Consent Calendar.

Motion: To approve agenda items 3.a (minutes) and 3.b (financials).

By: Director Kane

Seconded by: Director Shefren

Vote: 5-0

Motion Passed

Director Hickey stated that the CEO's performance and salary are not appropriate as part of the Consent Calendar and should be discussed in an open forum.

Motion: To approve agenda item 3.c (increasing CEO salary).

By: Director Shefren

Seconded by: Director Kane

Vote: 4-1 with Director Hickey opposed.

Motion Passed

4. CEO/Staff Reports

Mr. Michelson announced that a group from Sacramento recently visited our District during a tour organized by ACHD. The tour was to highlight some of the programs offered by various districts to educate legislative assistants and committee members on the diversity of healthcare districts within the state.

October 22nd is the Apple Tree's open house and November 2 is the kickoff date for the nursing program capital campaign.

Healthy Schools Initiative: Ms. Kurtzman announced that she has begun interviewing for the position of Grants Program Assistant. Ms. Kurtzman has assumed Jennifer Gabet's responsibilities and is in need of part-time support.

HeartSafe: Mr. Nielsen announced that more than 600 people have been trained in CPR in the last two months. District courses are free to members of the community.

5. a. SFSU Nursing Program

Ms. Sheri Sassarini introduced Dr. Mary Ann Van Dam and Mr. John Warner of SFSU. They discussed program highlights adding that the job status of graduates is now being tracked by the alumni association. Several steps have been taken to reduce costs of the program: successfully negotiating a \$70,000 rent reduction with Cañada college and adjusting class schedules to keep lectures in one space. A major capital campaign projected to raise between \$9 and \$10 million will kick off on November 2.

5.b. Annual Report Preview

Mr. Michelson presented a draft of the Annual Report to the Community. The theme this year was "good health in early years to later years" focusing on programs and stories covering several different age groups. The report will go to approximately 86,000 households and by using Mail Courier, a free delivery service offered by the USPS, and because nearly all of the report was written and photographed in-house this year, the cost will only run about 35 cents per copy.

5.c. Director Requests for Future Agenda Items

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

6. Adjourn to Closed Session

Adjourn to Closed Session For The Purpose Of Conference with Legal Counsel - Anticipated Litigation Government Code Government Code §54956.9(a)

7. Reconvene to Open Session

Reconvene to Open Session. There was no reportable action taken in closed session.

8. Adjourn

Motion: At 6:30 PM adjourn meeting.

By: President Faro

Seconded by: Director Shefren

Vote: 5-0

Motion Passed

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, December 2, 2015, Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kim Griffin
Secretary

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.b
Board of Directors Meeting
12/2/15

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 15-16
INCOME														
Rental Income	3,703.45	3,850.34	3,850.34	3,850.34									15,254.47	46,200.00
Tax Revenue	26,441.11	17,721.07	0.00	483,304.46									527,466.64	10,100,000.00
Investment Income	14,747.00	2,319.00	33,306.51	(2,299.00)									48,073.51	150,000.00
Interest Income	609.78	423.59	364.64	293.07									1,691.08	7,700.00
Pension Income	0.00	0.00	0.00	0.00									0.00	2,600,000.00
ROI-Sequoia Hospital EBIDA	0.00	0.00	0.00	0.00									0.00	0.00
Total Income	45,501.34	24,314.00	37,521.49	485,148.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	592,485.70	12,903,900.00
EXPENSES														
Administrative Expenses														
Admin. Expense	395.97	687.30	635.52	465.72									2,184.51	13,000.00
Admin. Payroll	19,919.99	17,344.22	17,344.23	20,136.56									74,745.00	232,000.00
Board Health Insurance	2,116.13	4,240.47	2,116.13	2,507.14									10,979.87	73,800.00
Employee Health Insurance	3,064.28	3,994.81	3,016.40	2,405.76									12,481.25	42,000.00
Employee Retirement Benefit	1,634.39	1,565.10	1,332.40	1,467.36									5,999.25	19,000.00
Investment Fees	0.00	0.00	6,977.05	0.00									6,977.05	48,000.00
Office Supplies/Equip Maint	2,000.18	12.97	1,862.77	647.46									4,523.38	8,000.00
Accounting fees	0.00	0.00	0.00	0.00									0.00	19,000.00
Board Expense	0.00	0.00	238.58	0.00									238.58	8,000.00
Associations/Membership	0.00	7,500.00	0.00	0.00									7,500.00	18,000.00
Communications	0.00	213.10	0.00	14,074.81									14,287.91	32,000.00
Web Site/IT	3,563.67	10,796.43	2,441.83	5,915.53									22,717.46	45,000.00
Insurance/D&O	25,090.00	4,483.00	0.00	0.00									29,573.00	22,000.00
Election Fees	0.00	0.00	0.00	0.00									0.00	-
LAFCO fees	0.00	0.00	0.00	0.00									0.00	8,500.00
Legal Fees	5,000.00	2,575.29	1,935.75	1,318.50									10,829.54	20,000.00
Bank Fees	0.00	0.00	0.00	32.75									32.75	100.00
Total Admin. Expenses	62,784.61	53,412.69	37,900.66	48,971.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,069.55	608,400.00
Pension Plan Expense	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	2,600,000.00
Total Admin. With Pension Plan	62,784.61	53,412.69	37,900.66	48,971.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,069.55	3,208,400.00
Property Expenses														
Maintenance	2,068.23	1,385.10	1,319.73	2,070.30									6,843.36	30,000.00
Utilities	589.97	2,306.12	2,862.51	1,925.34									7,683.94	29,000.00
Property Insurance	1,616.00	0.00	0.00	0.00									1,616.00	2,000.00
Depreciation	6,940.33	6,940.33	6,940.33	6,940.33									27,761.32	70,000.00
Total Property Expenses	11,214.53	10,631.55	11,122.57	10,935.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,904.62	131,000.00

SEQUOIA HEALTHCARE DISTRICT
Income Statements

Agenda Item No.3.b
Board of Directors Meeting
12/2/15

	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date	Budget 15-16
Grant Expenses														
Grant Admin Expenses	632.99	618.56	1,713.53	18,575.37									21,540.45	21,000.00
Grant Admin Payroll	6,569.70	5,872.63	5,872.62	6,503.27									24,818.22	79,000.00
Children's Health Initiative	0.00	0.00	0.00	0.00									0.00	1,200,000.00
SFSU Nursing Program	0.00	597,653.00	0.00	0.00									597,653.00	598,000.00
Samaritan House Grant	226,961.00	0.00	0.00	0.00									226,961.00	751,000.00
Other Grants	10,000.00	0.00	3,000.00	3,764.00									16,764.00	90,000.00
San Mateo Medical Ctr. So County	0.00	0.00	0.00	0.00									0.00	470,000.00
Ravenswood-Belle Haven Clinic	0.00	0.00	0.00	0.00									0.00	700,000.00
Community Grants Program	41,200.00	(684.23)	272.00	0.00									40,787.77	1,750,000.00
Apple Tree Dental	0.00	0.00	0.00	0.00									0.00	500,000.00
Mission Hospice	0.00	0.00	500,000.00	0.00									500,000.00	500,000.00
Total Grant Expenses	285,363.69	603,459.96	510,858.15	28,842.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,428,524.44	6,659,000.00
Program Expenses														
Chronic Disease Management	0.00	1,359.46	3,519.71	5,777.62									10,656.79	58,000.00
HeartSafe Admin Expense	16,912.00	0.00	740.40	859.21									18,511.61	32,370.00
HeartSafe Payroll	5,168.72	4,668.51	4,668.52	4,668.51									19,174.26	62,630.00
HeartSafe Training & Equipment	0.00	60.63	1,805.08	49.02									1,914.73	66,000.00
School Health Admin	1,124.78	125.00	8,007.35	150.00									9,407.13	57,500.00
School Health Payroll	11,705.42	12,854.69	6,684.65	7,834.63									39,079.39	183,852.00
School Health Grants	343,893.29	0.00	8,254.00	237,484.07									589,631.36	2,981,608.00
Total Program Expenses	378,804.21	19,068.29	33,679.71	256,823.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	677,718.48	3,441,960.00
Total Expenses	738,167.04	686,572.49	593,561.09	345,573.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,353,217.09	13,440,360.00
Net Surplus/Loss	(692,665.70)	(662,258.49)	(556,039.60)	139,575.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,771,388.18)	(536,460.00)

2015-16 Budget By Quarter

	<u>1st Quarter Budget</u>	<u>Actual</u>	<u>2nd Quarter Budget</u>	<u>Actual</u>	<u>3rd Quarter Budget</u>	<u>Actual</u>	<u>4th Quarter Budget</u>	<u>Actual</u>
Income								
Rental	11,000.00	11,400.00	22,000.00		33,000.00		46,200.00	
Tax	100,000.00	44,162.00	5,600,000.00		5,700,000.00		10,100,000.00	
Investment Income	40,000.00	50,370.00	60,000.00		90,000.00		150,000.00	
Interest Income	1,925.00	1,398.00	3,850.00		5,775.00		7,700.00	
Pension	0.00	0.00	2,600,000.00		0.00		2,600,000.00	
Total	152,925.00	107,330.00	8,285,850.00		5,828,775.00		12,903,900.00	
Expense								
Admin	152,100.00	154,097.00	304,200.00		456,300.00		608,400.00	
Property	32,750.00	32,968.00	65,500.00		98,250.00		131,000.00	
Pension	0.00	0.00	2,600,000.00		0.00		2,600,000.00	
Grants/Programs	2,525,000.00	1,826,355.00	5,050,000.00		7,575,000.00		10,100,000.00	
Total	2,709,850.00	2,013,420.00	8,019,700.00		8,129,550.00		13,439,400.00	

CEO Report: December 2015- Lee Michelson

1. 2014-15 Audit: The audit which is usually presented to the Board in December will be presented in February due to additional information that is needed regarding the old hospital pension program. New accounting rules require us to include that information as part of our audit even though we have an agreement with Sequoia Hospital that makes them financially responsible for payments.
2. ACHD: I have been asked to serve on the ACHD Board of Directors. There will not be a cost to our District as ACHD pays for all related expenses including travel.
3. Travel report: My travel report for my visit to Desert Healthcare District is attached.
4. Samaritan House Food Pharmacy Program for patients with diabetes should launch in December with an official kick-off in January.
5. Sequoia 70 Planning: the planning is coming along very well. Several focus groups with older adults have been held and valuable input has been offered. The game plan is for Peninsula Family Services to present their initial report at the February Board meeting.
6. Oral Health Coalition: Great progress is being made on developing a strategic plan for oral health for San Mateo County. We are holding an all day retreat on December 14 with more than 75 community leaders to discuss this issue.
7. Living Healthy Workshops: we are now half way through our classes being held at 5 locations including at the Peninsula Jewish Community Center in Foster City in partnership with Peninsula HCD. We plan to offer 3 more sets of classes in January and 3-5 more in March.

8. SFSU Nursing: the leaders of the program have asked that I express their appreciation to the Board and staff members that attended their nursing school fundraising campaign event in November. They will keep us abreast of their progress.
9. CDA Cares: The California Dental Association will be bringing their big free dental event to San Mateo County in April of 2017. I have been asked to serve on the steering committee for this event that will provide free dental care to about 2,500 people of all ages.
10. Mission Hospice: The SHCD will receive a special award at their big appreciation event being held on January 31. All Board and staff members are invited. It will be held from 4-7pm at Sharon Heights Country Club.
11. February Board Meeting: I am anticipating a very full agenda for our February meeting including a State of the District report that will detail the progress of all of our District and funded programs at mid-year.

Meetings with Desert Healthcare District: Lee Michelson

Preface: I met Kathy Greco, CEO of DHCD at the ACHD conference in May 2015. At that time she told me about several interesting programs that they were involved with, specifically their “learn to swim” program and their “wellness park.” I decided to visit and see these programs first-hand and to assess whether or not they may have merit to duplicate at SHCD.

Between October 28-30, Pamela Kurtzman and I visited Desert HCD in Palm Springs to look at three programs. The first was a very comprehensive learn to swim safety program geared at 3rd grade students, mostly from low-income families.

The program is a partnership between several parties: The District, a local school district, the Boys and Girls Club and the County Health Department. In fiscal year 2015-16 about 900 children will participate.

The District staff member visits the schools and tells the children and their parents about the program and coordinates the enrollment. The program is offered free to District residents. The children receive 8 swimming lessons provided by certified swim instructors at the pools operated by the Boys and Girls Club. Each child receives a free swim suit and towel, which are kept at the Club.

The swim lesson lasts one hour and the 8 sessions are held after school Monday-Thursday for two weeks. The school district transports the children from the school to the Club and the parents pick up the children at the Club.

In addition to swimming lessons, the children also receive six hours of interactive healthy eating and nutrition classes offered by the Health Department.

The program has been very well received by the students, parents and community leaders and probably will be expanded. The goal is that every child will learn to swim by the end of 3rd grade.

The cost to the DHCD is about \$250,000 a year or about \$275 per child.

We also looked at a wellness park developed by the District in conjunction with the Parks Department and a conservation group. The Wellness Park is unique in that it offers exercise equipment, a small field for classes like yoga or tai chi, a meditation or mindfulness area and a focus on promoting health.

The park was a deserted vacant lot owned by the City and it is now a highly valued community asset.

We also visited a health clinic for low-income residents where these residents receive both medical and dental care. The clinic offers an attached fitness center where both individual work-outs and group classes are held. The fitness center is offered to clinic patients and staff for \$50 per year. The proximity to the clinic makes it easy for patients to use and for staff to promote. The DHCD provided the equipment.

Lastly, we visited a rather large office complex owned by the District. The complex rents space to a wide variety of health providers. The District receives about a \$1 million dollars a year in income after expenses.

Schedule:

October 28- Flew to Palm Springs. That afternoon we met with Kathy Greco, her swim program manager (Alejandro Espinoza), the director of the Boys and Girls club and the City manager from Desert Hot Springs. We also met and talked with the swim instructors. We watched a swim class and viewed the nutrition area.

We sat in on a meeting in which the DHCD staff met with various community partners around a dental service program for children attending the Boys and Girls Club.

Lastly we toured the fitness center attached to a medical/dental clinic. The fitness center was equipped by DHCD. We met with the clinic director.

October 29- We visited another swim program site and again met with swim instructors, program director (Alejandro) and Boys and Girls Club director. We watched another swim program

We also met with Kathy Greco and two of her program managers (Donna Craig and Steve Brown) and visited their Wellness Park as well as their office complex that they own and rent office space as a fund generator for the District.

October 30- we flew back to SFO.

Pamela Kurtzman
Staff Report for October- November 2015

Activity Summary

I. Welcome new staff member Jennifer Barrett

Jennifer began work on November 9th and has since been immersed in helping me reorganize and understand all we do. She'll work 20 hours per week, generally 3 days per week to assist me with the many administrative responsibilities related to HSI and our grants programs. Jennifer has a strong high-tech business background with previous positions at Oracle, Yahoo!, and internet start-up companies. She earned a B.A. in Interdisciplinary Studies from UC Berkeley. She lives in San Mateo with her husband and 16 year-old twins.

II. Healthy Schools Initiative updates:

- **Wellness Coordinator Oversight**
 - Our second quarterly Wellness Coordinator meeting will take place on Friday (12/5). Our primary areas of discussion will be around program evaluation and social and emotional wellness. Please take a look at the highlights provided for you by the Wellness Coordinators, provided separately.

- **HSI Evaluation**
 - We have selected a contractor duo who will share the job of HSI data collection and program evaluation. Both are public health professionals with extensive experience in school and community partnerships, teaching, and health-related research. Once the Scope of Work and agreements are finalized, they will begin meeting with the Wellness Coordinators in December to develop individual action plans for this first phase of data collection. I anticipate the actual data collection to begin in January and end in late June.

- **Health Promotion Mini-Grants launched in October**
 - School staff and students can apply for up to \$1,500 to implement programs that will contribute to the health of their school community, particularly related to stress and emotional health, sexual health, oral health, alcohol and other drug abuse, nutrition and physical activity. Preference will be given to projects that are youth led, creative and innovative, demonstrate collaboration with other groups and academic departments, and show consideration of ways to sustain the initiative beyond grant funding.
 - Funding will not be awarded to support existing programs, private for-profit pre-k and afterschool programs (public not- profit ok), or fundraising endeavors.
 - Applications are accepted and reviewed on an ongoing basis until funding runs out or until April 1. Upon completion of the project, the grantee must submit a brief report on the outcome of their project, including all budget expenditures.

- **Apple Tree Dental**
 - Working with Apple Tree Dental to develop a systematic and comprehensive school-based oral health care solution for low-income students and their families. We are working out details over the process and delivery of services, but concerns with Denti-Cal policies and how to support uninsured individuals remain.

- **HSI parent newsletter now expanded to Belmont**
 - What began as a pilot in the SCSd last year is now a regular quarterly communication in San Carlos and has expanded to Belmont. The newsletter is tailored to the priorities of the individual school districts and has a unique theme each quarter. It is emailed directly from the Superintendent to every parent in the School District. Our plan is to eventually bring the newsletter to each of our partner school Districts. Please take a moment to check out our latest edition of the SCSd newsletter and our inaugural BRSSD newsletter. It is intended to be viewed online and is not printer friendly at this time. For San Carlos visit <http://www.sequoiahealthcaredistrict.com/hsi/programs-and-grants/school-district-wellness-projects/belmont-redwood-shores-district/november-2015/>. For Belmont go to <http://www.sequoiahealthcaredistrict.com/hsi/programs-and-grants/school-district-wellness-projects/scsd/october-2015/>.

- **HSI School-Based Grants and Subcontracted programs**
 - Mid-Year reports are due January 29. A full summary of the status of these grants will be provided to the Board at our February meeting. Information sessions for our 2016-17 will take place on January 5th at 10a and again on Jan 7th at 3p here at our SDH offices.

- **PE+**
 - Our contract with Julie Engberg to fill in gaps in the "Nutrition Huddles" modules and extend the reach of the nutrition education curriculum to classroom lesson plans in RWC and San Carlos has been working out very well. Julie has already completed the first phase of her work with the Huddles and began to provide curriculum training and teaching methods to coaches and school staff.
 - Redwood City School District is rolling out a new educational campaign and new menu format that is intended to help students make wiser food choices around the federally-funded School Meals Program. The campaign is aligned with the Nutrition Huddles modules and PE+ coaches will be an integral part of promoting the campaign by serving as health coaches and positive role models for all students during lunchtime.

III. *Caring Community Grants 2015*

- **Mid-term reports due December 28**
 - Mid-Year reports are due December 28. A full summary of the status of these grants will be provided to the Board at our February meeting.
 - We are gearing up for our 2016-17 grants cycle. Public Information sessions will take place on January 5th at 9a and again on Jan 7th at 4p here at our SDH offices. I am beginning to create the timetable, connect with grants committee members, and organize committee materials. Jennifer will be tremendous help here! At this time, I do not foresee a change in our funding priorities or processes over last year.

IV. *Healthy Kids*

- We still do not have new information to share regarding local implications of the recent Medi-Cal expansion for undocumented children. I will keep the Board informed as information becomes available.

V. *Committee Meetings and Events*

• **October**

- Co-hosted panel discussion for ACHD healthcare district tour “Experience the Diversity of California Healthcare Districts, Oct. 2nd
- Redwood City 20/20 Community School Expansion Workgroup meeting, Oct. 5th
- Participated in International Walk to School Day San Carlos, Oct. 7th
- Hosted collaborative lunch with Versaic and ASR, Oct. 7th
- Attended IVSN Breakfast, Oct. 8th
- Visited potential grant applicant California Clubhouse Open House, Oct 22nd
- Apple Tree Dental Grand Opening, Oct. 22nd
- Attended SAL's Cioppino and Heroes Event, Oct. 22nd
- Star Vista Dinner and recognition event, Oct. 22nd
- Sequoia 70 Advisory Committee meeting, Oct. 27th
- Visited Desert Healthcare District Palm Springs, Oct. 28th- 30th- (see visit summary provided previously by Lee)

• **November**

- Attended nursing program 60 year celebration, Nov. 2nd
- Attended Get Healthy SMC School Wellness Alliance bi-annual conference, Nov. 4th
- Friends for Youth donor appreciation reception, Nov. 4th
- Service League donor appreciation reception Nov. 12th
- Caminar Annual Event, Nov. 13th

Agenda Item 4.c
Board of Directors Mtg. 12/2/15

The HeartSafe report will be provided at the meeting.