



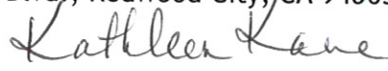
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A G E N D A
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING
4:30, Wednesday, December 13, 2017
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items*
3. New Business
 - ACTION a. To Fund A One-Time Grant Of Up To \$168,677.50 To Pay For A Remodel Of The Samaritan House Redwood City And The Purchase Of Medical Equipment For The Clinic- Dr. Wong And Ms. Bent.
 - ACTION b. Select Which Zone District Option Will Be Used For The 2018 and 2020 Board Elections - President Kane
 - ACTION c. Effective January 1, 2018, Remove Executive Director, Lee Michelson, As Authorized Signatory On Behalf Of Sequoia Healthcare District As To All Banks And Other Financial Institutions And Designate Pamela Kurtzman, CEO, Selected To Replace Lee Michelson As Being Authorized Signatory - President Kane
 - ACTION d. Confirm That After December 31, 2017, Lee Michelson Shall Have No Further Authority To Act On Behalf Of Or To Bind The Sequoia Healthcare District With Respect To Contract, Other Written Instruments, Or Otherwise, And That Effective January 1, 2018, Pamela Kurtzman Shall Have All Such Authority As Consistent With Existing Practices - President Kane
 - ACTION e. Effective January 1, 2018, Remove Lee Michelson As Pension Plan Administrator And Designate Pamela Kurtzman To Replace Lee Michelson As The New Pension Plan Administrator - President Kane
 - ACTION f. Effective January 1, 2018, Designate Pamela Kurtzman To Replace Lee Michelson As Sequoia Hospital Rebuild Project Observer pursuant To The Terms Of The Development Agreement Approved 11/30/07 - President Kane
 - g. Director Requests For Future Agenda Items Per Board Policy 8.3 - President Kane
- ACTION 4. Adjourn To Closed Session For The Purpose Of:
 - a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Consideration of litigation pursuant to Government Code Section 54956.9(d)(2) - One potential case
- ACTION 5. Reconvene To Open Session: Announce Any Reportable Action Taken In Closed Session.
6. Adjourn.
The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, February 7, 2018, District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063


Kathleen Kane, 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.

Samaritan House Redwood City Medical Clinic Remodel/Renovation Project 2017

VISION: To create a healing physical environment. We aspire to create a loving, compassionate and aesthetically pleasing environment, where we are able to help patients and families cope with stress and illness; and allow our staff and volunteers to maintain a stress free work environment that has everything needed to effectively care for patients.

The following are quotes based off of the General Notes & Sheet notes provided by Joanne Boche:

AESTHETIC and Minor Tenant IMPROVEMENTS - creating a warm and welcoming clinic where patients feel dignified and respected. The clinic aesthetics should reflect the care and compassion clients feel from staff and volunteers.

3 - Cap plumbing throughout the facility as needed	\$	750.00
5 - Demo portion of existing wall for new door opening (Eye Exam Room)	\$	2,500.00
17 - Demo to clear floor space for Wheelchair (as required by ADA)	\$	2,000.00
18 - Provide & Install Privacy Curtain & Track (in each medical room)	\$	4,500.00
19 - Provide & Install new Door/Frame and Hardware (Eye Exam Room)	\$	2,500.00
20 - Reception Area Furniture	\$	8,000.00

Subtotal of Space Plan Notes	\$	20,250.00
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The following are other expenses as referred to in the proposed space plan as well as equipment needs our Medical and Dental Directors have identified:

Purchase & Installation of Moveable Partition Wall in Eye Exam room to add Therapy room	\$	5,000.00
New Flooring (vinyl plank or tile)	\$	25,000.00
Complete Interior Paint	\$	28,000.00
Purchase and Installation of Shelving and Cabinets	\$	10,000.00
Upgrades to lighting in areas as needed (Code Enforcement regulated)	\$	8,000.00
Total Other Aesthetic upgrades	\$	76,000.00

Total Aesthetic upgrades and Code Enforcement improvements	\$	96,250.00
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Renovate Two Dental Operatories (ROI is to attract more Volunteer Dental Doctors and Hygienists) NOTE:
All Equipment is transferable to any site location

	<u>Breakout Cost per item</u>	<u>Return on Investment (i.e. - ability to serve x number more patients); reduces cost of x)</u>
		Improved Dental Facilities attracting more dental volunteers & serve more dental patients services are in high demand.
*Two Patient Operatory Chairs, Two Doctor Stools, Two Asst. Stools	\$ 15,500.00	
*Delivery Unit with Chair Mounted LED Lights & Asst. Instrumentation	\$ 12,000.00	
*Highspeeds - 4 SW Vortex Autochuck w/o Swivel & 2 HiFlo ISO/C (6-Pin) Swivel Connector	\$ 5,800.00	
*Mechanics - 1 Tech West Rocky Compressor, 1 Tech West Vacuum Pump & Accessories	\$ 11,800.00	
Total Renovation cost for Dental Operatories	\$ 45,100.00	

Other equipment/enhancements for Medical Clinic

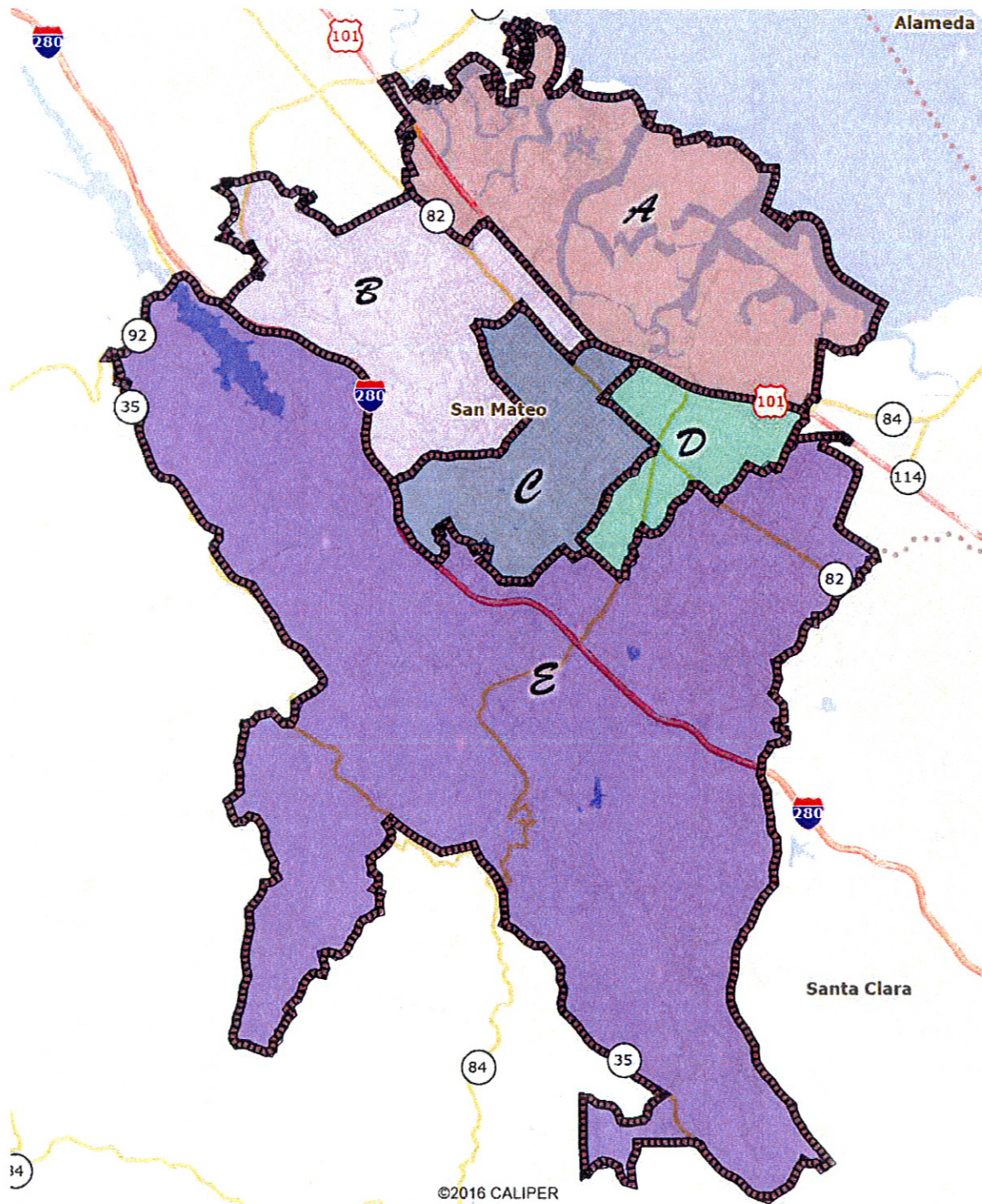
	<u>Breakout Cost per item</u>	<u>Return on Investment (i.e. - ability to serve x number more patients); reduces cost of x)</u>
*Minor Surgical Equipment (medical operatories)	\$ 500.00	
*Electronic Scale	\$ 500.00	
*Workstation for conference room	\$ 200.00	
		Reduction of \$6,000 annually in expensed to RWC clinic operations
*Portable Ultrasound	\$ 18,000.00	
Total Equipment needs:	\$ 19,200.00	

Contingency for Overall Project (10%)	\$ 16,255.00	50% In Kind - Samaritan House...
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Total Estimated Costs	\$ 176,805.00
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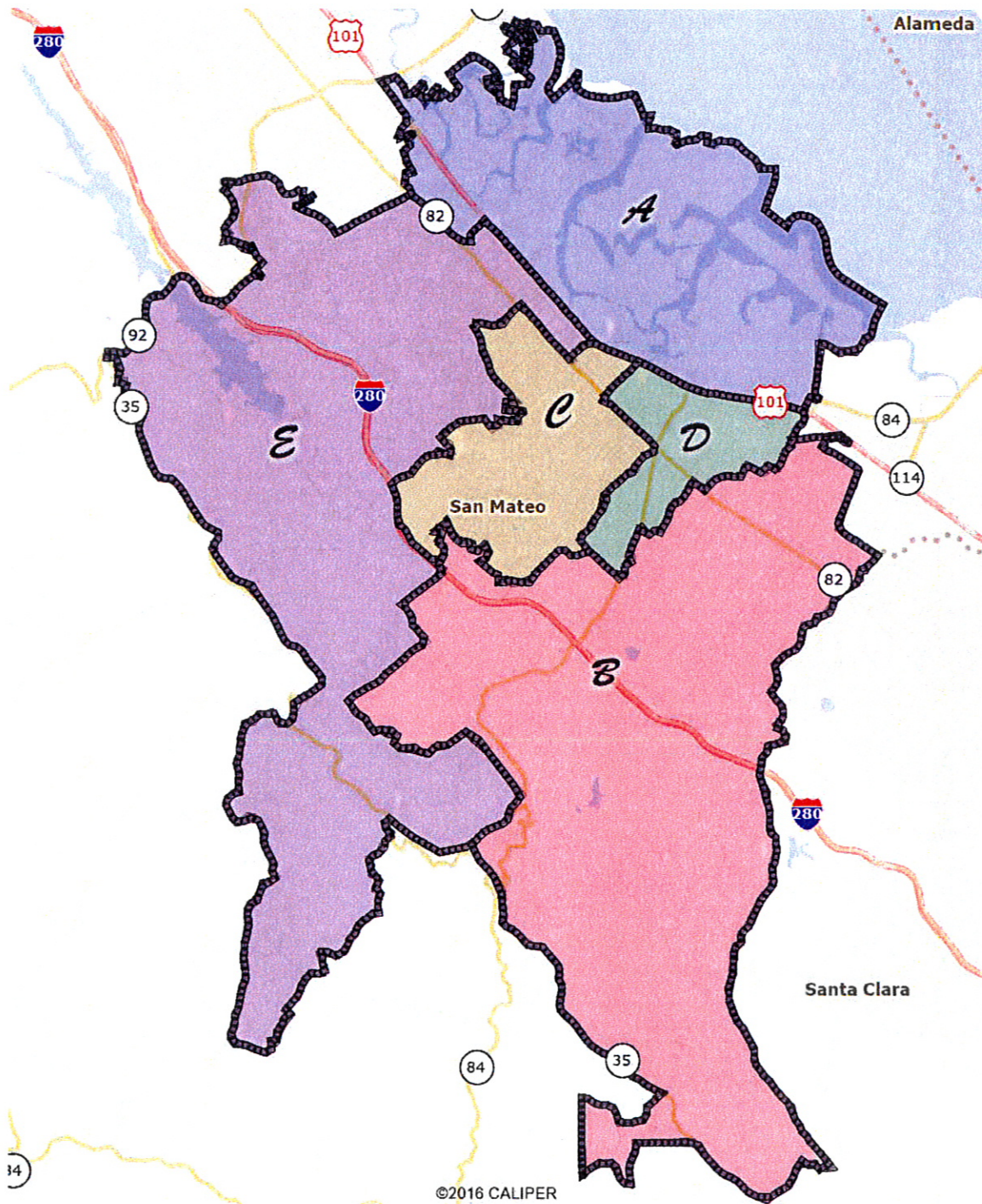
Requesting from Sequoia Healthcare District	\$ 168,677.50
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Draft Plan 1



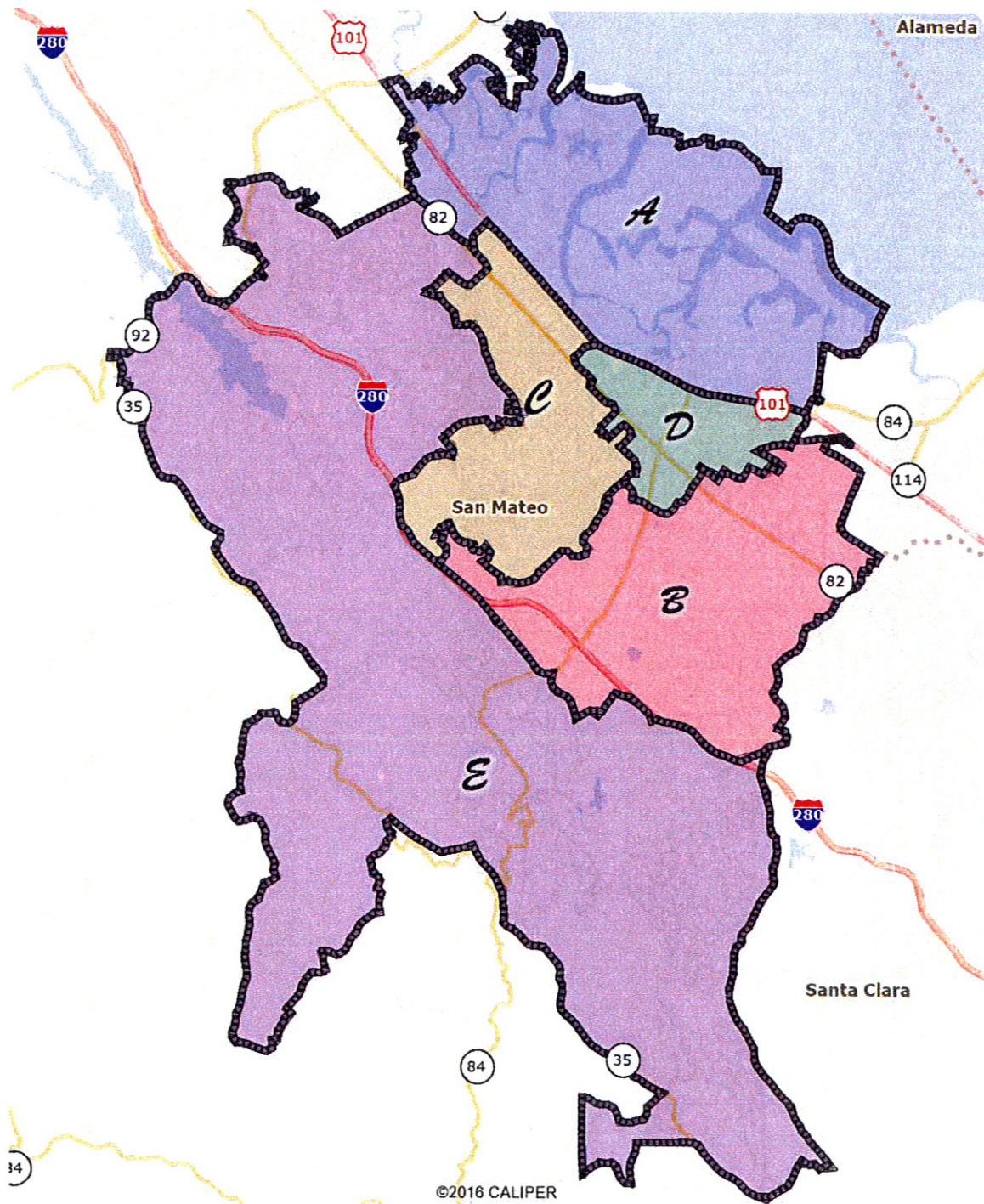
Draft Plan 1										
	Population	Deviation		Total CVAP	Latino CVAP		Black CVAP		Asian CVAP	
A	46,875	644	1%	30,851	3,426	11%	704	2%	8,769	28%
B	46,116	(115)	0%	33,401	3,210	10%	638	2%	5,322	16%
C	46,485	254	1%	31,346	5,449	17%	363	1%	2,417	8%
D	46,981	750	2%	22,313	8,195	37%	800	4%	1,885	8%
E	44,698	(1,533)	-3%	32,226	1,463	5%	206	1%	3,193	10%

Draft Plan 2



Draft Plan 2										
	Population	Deviation		Total CVAP	Latino CVAP		Black CVAP		Asian CVAP	
A	46,875	644	1%	30,851	3,426	11%	704	2%	8,769	28%
B	45,373	(858)	2%	32,417	1,509	5%	218	1%	3,255	10%
C	47,430	1,199	3%	32,145	5,530	17%	363	1%	2,497	8%
D	46,140	(91)	0%	21,993	8,149	37%	788	4%	1,818	8%
E	45,337	(894)	2%	32,731	3,129	10%	638	2%	5,247	16%

Draft Plan 3



Draft Plan 3										
	Population	Deviation		Total CVAP	Latino CVAP		Black CVAP		Asian CVAP	
A	46875	644	1%	30,851	3,426	11%	704	2%	8,769	28%
B	45332	(899)	2%	31,130	2,339	8%	375	1%	3,372	11%
C	46390	159	0%	33,838	4,909	15%	392	1%	2,651	8%
D	45236	(995)	2%	19,500	8,515	44%	712	4%	1,524	8%
E	47322	1,091	2%	34,818	2,554	7%	528	2%	5,270	15%

RESOLUTION 17-3
SEQUOIA HEALTHCARE DISTRICT
BOARD OF DIRECTORS
RESOLUTION APPOINTING PLAN ADMINISTRATOR FOR
SEQUOIA HEALTHCARE DISTRICT EMPLOYEES PENSION PLAN

WHEREAS, the Board of Directors (the "Board") of Sequoia Healthcare District (the "District") adopted the Sequoia Healthcare District Employees Pension Plan, which has been amended and restated by the District in its entirety effective January 1, 1987, effective January 1, 1991, effective January 1, 1996, effective January 1, 2009, and effective again as of January 1, 2013 (as so amended and restated, the "Plan"); and

WHEREAS, pursuant to Section 2.32 of the Plan the Board has the authority to appoint a Plan Administrator for the Plan.

NOW, THEREFORE, the following resolution was passed and adopted by the Board at a duly noticed and constituted meeting held on the 6th day of December, 2017, by a motion duly made, seconded and carried:

RESOLVED, that pursuant to Section 2.32 of the Plan, Pamela Kurtzman is hereby appointed Plan Administrator, effective January 1, 2018.

As the duly elected Secretary of Sequoia Healthcare District, I hereby certify that the above accurately reflects the resolutions which have been duly adopted and approved by the Board of Directors of Sequoia Healthcare District at its duly noticed and constituted meeting held on the 6th day of December, 2017, by the following vote:

AYES:

NOS:

ABSENT:

ABSTAIN:

Secretary,
SEQUOIA HEALTHCARE DISTRICT