



**BOARD OF DIRECTORS
CLOSED SESSION
January 28, 2010
4:40-5:40PM
San Mateo City Hall, Conference Room C**

MEETING MINUTES

CALL TO ORDER: The meeting was called to order by Board Chair Ulliyot at 4:30 PM.

ROLL CALL: On roll call there were present: D. Ulliyot, MD, Chair, R. Navarro, MD, Vice Chair, H. Galligan, RN, Secretary, L. Cappel, PhD, Treasurer, and D. Newman, MD, Past Chair.

Also present were Cheryl Fama, CEO and Colin Coffey, Legal Counsel from Archer Norris.

PUBLIC COMMENT: There were no members of the public present to make comment.

CLOSED SESSION:

Chair Ulliyot announced that the Board would go into Closed Session to discuss real estate issues and personnel performance and contract issues.

1825 Trousdale:

Ms. Fama updated the Board on the status of the Burlingame School District's possible sale of its administrative offices at 1825 Trousdale. A number of issues must be resolved within the school district before a final decision can be made by that Board to sell the parcel. Upon PHCD's request, a new appraisal (January 2010) of the market and the property was completed by Ron Blum, of Carnegie and Blum. The results were shared with the Board. ***No reportable action was taken.***

1800 Trousdale:

Ms. Fama introduced the Board to this parcel and its status re: development, lease and/or sale. An appraisal was completed by Carnegie and Blum and shared in its entirety with the Board. Ms. Fama was appointed as the Chief Negotiator for any actions on this parcel going forward. ***No reportable action was taken.***

CEO Annual Performance Evaluation:

Upon Chair Ulliyot's invitation, Ms. Fama commented on the Annual Performance Summary and her cover memo that were previously distributed in the meeting packet. The Summary gave

examples of accomplishments to support achievement of the Board approved goals and objectives; the cover memo highlighted areas of which Ms. Fama was particularly proud.

[Ms. Fama was excused for the remainder of the meeting.]

Chair Ulliyot led the discussion covering CEO performance from 2/1/09 to 1/31/10, the second year of the 4-year employment contract. At the conclusion of the discussion, Chair Ulliyot was designated to communicate the Board's evaluation and recommendations to Ms. Fama. **No reportable action was taken.**

Labor Negotiations - CEO Annual Salary Review:

Chair Ulliyot led the discussion to consider what, if any, adjustment in base salary was warranted based on the CEO's performance and merit, above the automatic CPI adjustment stipulated in the employment contract. At the conclusion of the deliberations, Chair Ulliyot was designated to present the Board's compensation recommendation to the CEO and to thereupon recommend any salary changes and/or performance bonus at the next public Board Meeting following his discussion with Ms. Fama. ***Reportable action pending discussion between Board Chair and CEO; final proposed action will be reported out under New Business at the February 25th 2010 public Board meeting.***

OPEN SESSION: The meeting was opened by Chair Ulliyot and there were no members of the public present. There was no reportable action at this time.

ADJOURNMENT:

The meeting was adjourned by Chair Ulliyot at 17:40 hours.

Approved by: _____
Helen C. Galligan, Board Secretary

Approved by: _____
Daniel J. Ulliyot, Board Chair