



BOARD MEETING
MINUTES
August 27, 2015

1. **CALL TO ORDER:** Chair Cappel called the meeting to order at 17:45 hours at the Millbrae City Hall Council Chambers, 621 Magnolia Avenue, Millbrae, 94030.
2. **ROLL CALL:** Present: Lawrence Cappel, PhD. Rick Navarro, Vice Chair, Helen Galligan, RN, Secretary, Dennis Zell, Esq., Treasurer and Cameron Emmott, MD, Director
Also present were: Cheryl Fama, CEO, Colin Coffey, General Counsel, Ashley McDevitt, Community Outreach Coordinator, and Paul Wright, Office Coordinator

3. **CONSENT CALENDAR:**

Chair Cappel pulled item C from the consent calendar and asked CEO Fama to give a summary of her report after the consent calendar is approved.

CHAIR CAPPEL MOVED AND VICE CHAIR NAVARRO SECONDED THE MOTION TO APPROVE THE MINUTES FROM THE JULY 23RD, 2015 MEETING AND THE POLICIES AND PROCEDURES AS PRESENTED. THE MOTION CARRIED 5-0.

AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL, AND EMMOTT

NOES: NONE

ABSTENTIONS: NONE

Consent Calendar Item C: Ms. Fama commented on the following items presented in the CEO Monthly Report:

1. The Trousdale Project: due diligence relative to value engineering and development process continue to be explored.
2. An update on the Peninsula Wellness Community Project will be presented later in the meeting.
3. Apple Tree Dental is having their Grand Opening on October 22nd; State approval of full licensure is still pending.
4. New member of PHCD team, Paul Wright, Office Coordinator, joined on August 3rd.
5. Wrapped up 3-year Healthy School Initiative project by presenting to all 4 school district Boards.
6. FY 2015 audit is underway. The auditors spent three days on site and are expected to return for one more day.
7. CEO will be on vacation for 2 weeks starting August 31st until September 14th.

4. **ORAL COMMUNICATIONS:** No oral communication as offered.

5. **REPORT OUT ON CLOSED SESSION:** Chair Cappel reported discussion focused on trade secrets and real property negotiations. There were no reportable actions.

13. OLD BUSINESS: Chair Cappel moved item 13 A up on the agenda.

A. Peninsula Wellness Community Master Plan development and EIR:

1. Joe Roos, Pacific Union Development Co., reported the EIR process and zoning approval will take about one year to complete. Burlingame City staff is in the process of selecting the EIR consultant. The Phase III budget will be presented at the next board meeting.

2. Prakash Pinto, Pinto & Partners, presented the Master Plan vision summary and an overview of the site plan. Outreach will emphasize the diversity of programs and multigenerational services to be provided. He noted the open space planned for the site that will give back to the community, and reviewed the traffic and transportation study. He outlined the schedule for the next three months moving forward which will wrap up Phase 2 and launch Phase 3 of the development process.

3. Candace Hathaway, Hathaway & Associates, reported next month will launch outreach to the community via communication channels such as the PHCD website, Facebook, letters, postcards, calls, and emails, blog, and media advisories. The outreach database will include stakeholders and interest holders. Stakeholders are landlords, home owners, and renters. There are approximately 1,800 residences that are directly impacted. Interest holders are indirectly involved via their organizations or know someone who is a stakeholder. Feedback is the core of the outreach project. Outreach is intended to build trust within the community and foster inclusion.

No questions were asked by the Board or public.

6. PRESENTATIONS: Mills-Peninsula Health Services Update - Janet Wagner, MPHS CEO

- a) Chief Financial Officer and Patient Safety Officer positions have been filled.
- b) The first annual offsite All Staff Assembly was held for employees, physicians, and volunteers.
- c) MPHS received the following awards and recognition: American Heart Association and American Stroke Association Stroke Gold Plus award, U.S. News Report one of the best hospitals in California, Bay Area Parents' Press readers Best Hospital on the Peninsula and Best Birth Center on the Peninsula.
- d) Negotiations continue with the California Nurses Association; working toward a fair and equitable agreement. **Director Emmott** wanted to know key issues in labor negotiations. Ms. Wagner responded salaries and paid time off are biggest issues. **Director Emmott** also inquired if there was an initiative for flu shots before flu season for employees. Ms. Wagner responded there is one in place and currently ongoing.
- e) Working towards getting the nursing staff fully staffed. **Chair Cappel** inquired as to current percentage of traveling staff. Ms. Wagner responded currently using between 15-20% travel nurses.
- f) Sale of operations to Plum Healthcare Group completed June 30.
- g) Hospital Consortium of San Mateo County-Community Needs Assessment report will be available in mid-November.
- h) Ongoing initiative with case management around transitions of care to decrease re-admissions. Assembling one large team of case managers, home health, and hospice to collaborate on patients plan of care including social, medical and clinical needs of patients are being met as they leave the hospital. **Chair Cappel** asked if this initiative was payer-based and focused mostly on Medicare. Ms. Wagner responded that's it is not, it is for every patient.

- i) Mills-Peninsula's Vision for 2020 includes three major elements: provide the best experience for patients and families, deliver the finest medical care anywhere, and create health care innovations for the mid-Peninsula and beyond.

There being no further questions, **Chair Cappel** thanked Ms. Wagner for her report.

7. COMMITTEE REPORTS:

A. Long Term Planning – No meeting held. No report.

B. Community Health Investment- No meeting held. **Committee chair Galligan** reported the first meeting for this year's grant cycle is scheduled for Monday, August 31st.

8. BOARD CHAIR'S REPORT: No report was given.

9. TREASURER'S REPORT: **Director Zell** reported he's meeting with Fiduciary Trust, a subsidiary of Franklin Templeton, to explore possible investments in real estate related to health care to generate revenues. He plans to make a full report at the next meeting.

10. DIRECTORS' REPORTS: No additional reports were given.

11. CEO REPORT: No additional report was given.

12. COMMUNITY OUTREACH REPORT: Ms. McDevitt reported on the following:

- Julie Engberg represented the District at the Fatherhood Collaborative in San Mateo with 1,500 in attendance. She was also at the Family Fun Fitness Fair at Washington Park in Burlingame, and at the Burlingame Spirit Run.
- Ms. McDevitt attended the Children's Health Initiative Oversight Committee in July. The new state budget expands Medi-Cal coverage for undocumented children, which means CHI will not be asking for new funding through the grants program this year. All but 55 children will transition from the healthy kids program to Medi-Cal. The next meeting is scheduled in January 2016 at which time there will more information available on a roll-out plan.
- PHCD will be co-hosting with Sequoia Health Care District Living Healthy Program at the PJCC in Foster City. The Healthy Living Program is a 7-week, basic foundation program addressing areas of nutrition, managing stress and pain, improving memory and self-confidence and engaging in physical activity. We are working to start this program within PHCD. The YMCA has expressed interest in partnering with us to host a series of classes in San Mateo.
- In partnership with San Mateo County Behavioral Health, we are exploring the possibility of providing Youth Mental Health First Aid to teachers, district residents, and parents. This training will help individuals recognize warning signs of emotional stress, substance use challenges, and mental-health crises. .

13. OLD BUSINESS:

B. 1819 Trousdale Tenant Improvements – CEO Fama reported the cost of the planned tenant improvements has increased due to additional ADA requirements and new seismic and electrical code compliance issues. She is requesting to increase the budget by \$25,000.

DIRECTOR GALLIGAN MOVED AND DIRECTOR EMMOTT SECONDED THE MOTION TO INCREASE THE 1819 TENANT IMPROVEMENT BUDGET BY \$25,000. THE MOTION CARRIED 4-1.

AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, AND EMMOTT

NOES: DIRECTOR ZELL

ABSTENTIONS: NONE

14. NEW BUSINESS:

A. Proposal to form the Peninsula Health Care Development Corporation-

Counsel Coffey presented the proposal to form a new, non-profit affiliate authorized under healthcare district law to provide facilities and programs that would assist PHCD in carrying out its mandate to serve constituents. Its purpose will be to provide a potential alternative vehicle for development of the assisted living and memory care project, and for potential future developments. Also to achieve charitable entity status with the State, available for charitable donations.

DIRECTOR ZELL MOVED AND DIRECTOR NAVARRO SECONDED THE MOTION TO FORM THE PENINSULA HEALTH CARE DEVELOPMENT CORPORATION, A NON-PROFIT AFFILIATE AUTHORIZED TO PROVIDE FACILITIES AND PROGRAMS THAT WOULD ASSIST PHCD IN CARRYING OUT ITS MANDATE TO SERVE CONSTITUENTS. THE MOTION CARRIED 5-0.

AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL, AND EMMOTT

NOES: NONE

ABSTENTIONS: NONE

15. MEDIA AND CORRESPONDENCE: No items discussed.

16. ADJOURNMENT: Chair Cappel adjourned the meeting at 18:30 hours.

Written and Submitted by:

Paul Wright, Office Coordinator

Approved:


Helen C. Galligan, Secretary


Lawrence W. Cappel, PhD, Chair