

**BOARD OF DIRECTORS  
REGULAR MEETING  
March 26, 2015**

1. **CALL TO ORDER:** Chair Cappel called the meeting to order at 1945 hours at Burlingame City Hall, 501 Primrose Road, Burlingame, CA.
2. **ROLL CALL:** Present: Lawrence Cappel, PhD, Chair, Rick Navarro, MD, Vice Chair, Helen Galligan, RN, Secretary, Dennis Zell, Esq, Treasurer and Cameron Emmott, MD, Director. Also present were: Cheryl Fama and Ashley McDevitt. Absent: Colin Coffey
3. **CONSENT CALENDAR:** Director Navarro noted a change to the Meeting Minutes dated March 26, 2015. On the third page the vote related to the Board appointment should be changed to reflect a 3/1/0 vote.

***DIRECTOR GALLIGAN MOVED AND DIRECTOR ZELL SECONDED THE MOTION  
TO APPROVE THE CONSENT CALENDAR WITH THE REVISED MINUTES. THE MOTION CARRIED 5/0.  
AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL AND EMMOTT  
NOES: NONE  
ABSTENTIONS: NONE***

4. **ORAL COMMUNICATIONS:** No oral communications were offered.
5. **SWEARING IN OF NEWLY APPOINTED DIRECTOR:** Mr. Parker Emmott joined newly appointed Dr. Cameron Emmott at the podium and administered the Oath of Office for this ceremonial swearing in ceremony.
6. **PRESENTATION:** Mills-Peninsula Health Services/Sutter Health Quarterly Report: Janet Wagner, MPHS CEO:
  - A. Healthgrades named MPHS to America's Top 50 hospitals.
  - B. Negotiations continue with the California Nurses Association.
  - C. The sale of MPSN to Plum Healthcare will be complete pending the state's approval of the Skilled Nursing license transfer.
  - D. Mills behavioral health inpatient unit renovated and expanded.
  - E. The hybrid surgical and procedure suite at MPHS is now open.
  - F. MPHS received \$100K from Goldman for Adolescent Behavioral Health and \$80K from PHCD for Senior Focus program.
  - G. MPHS has participated in a SMC Co. lead mass casualty drill in February
  - H. A new partnership structure between the hospital and its cardiovascular physicians has been in put into place to be inclusive of all qualified physicians with the goal of improving MPHS' award winning cardiovascular services.
  - I. MPHS has donated \$250K to local health related community organizations.
  - J. MPHS has created a temporary pathway to allow the Albemarle gate to be reopened.
  - K. Sutter Health is consolidating five divisions into two: Valley Division and Bay Area Division. Jeff Gerard is the President of the Bay Area Division. The governing Boards have also been consolidated and there will now be one governing Board for each division.
  - L. Sutter Health is rolling out its own Health Plan; piloted in the Central Valley and is now being rolled out in the Bay Area.

Chair Cappel thanked Ms. Wagner for her presentation.

7. **COMMITTEE REPORTS:**
- A. **Long Term Planning: Committee:** Chair Cappel reported the Committee met on March 3, 2015 at which three agenda items were discussed: the Open House on 2/3, the EIR Team and The Marco Polo Development.
  - B. **Community Health Investment:** Nothing to report.
8. **BOARD CHAIR'S REPORT:** Reported Dr. Henry Sanchez has agreed to serve on the Community Health Investment Committee and Mr. Dan Quigg has agreed to serve on the Long Term Planning Committee.
9. **TREASURER'S REPORT:** Director Zell reported he continues to meet with various financial institutions with the goal of diversifying the Districts investment portfolio. He also continues to explore real estate opportunities that PHCD could then partner with non-profit organizations to address needs.
10. **DIRECTOR REPORTS:** No reports were offered
11. **CEO REPORT:** The CEO report was included in the meeting materials. CEO Fama commented on the following items:
- A. The Trousdale Groundbreaking Ceremony will take place on May 5, 2105 at 3pm.
  - B. The Measure A Task Force published its selections for funding; Apple Tree Dental's not approved.
  - C. RFP process launched for Auditor selection. RFP's were mailed to five and posted to the website.
  - D. Villages Feasibility Study results indicate low senior awareness, low interest once informed, and that a fee tolerance that fell 40% of covering costs. The proposed model requires \$20K to launch and would need ongoing outside funding. The recommendation is not to move forward at this time. Arne Croce offered to come to a future board meeting and the full report is available on line should the Directors want more information.
12. **COMMUNITY OUTREACH COORDINATOR REPORT:** Ms. McDevitt reported on the following:
- A. "Health on a Shelf" book project: With the help of school staff, a list of health related books has been developed and vetted. PHCD has purchased a set of books for each of the elementary schools currently being funded through the Healthy Schools Initiative with the exception of San Bruno Park. Approximately 40 books are being purchased for each school. The total project cost of the project is approximately \$14,000. Funds for this project are part of the budget for the Health Schools Initiative funding approved in 2012. The next step in this project is distribution of the books and development of a list of age appropriate books for the middle schools
  - B. .
  - C. SBPSD Newsletter: PHCD budgeted Healthy Schools funds were used to provide consultation to the San Bruno Park School District to develop a districtwide health newsletter template that they could sustain going forward.
13. **OLD BUSINESS:**
- A. **The Trousdale Assisted Living/Memory Care Project-Joel Roos, Pacific Urban Development Owner's Representative reported on the following:**
    - 1. Project team has prepared the bidding specifications for subcontractor bidding.
    - 2. Final interior design submittals were approved.
    - 3. Abatement proceeding on 1600 Trousdale.
    - 4. Permit review continues by the City of Burlingame.

He noted the next steps include:

1. Final design coordination and constructability review
2. Bidding of subcontractors
3. Permits obtained
4. Demolition in April and construction started by mid-May

**14. NEW BUSINESS:**

- A. Annual Review and Approval of Board's Investment Policy:** Treasurer Zell noted the Board's Investment Policy was last approved May 30, 2013 and needs to be reviewed and approved annually. He proposed adding new language that provides parameters for any PHCD real estate purchases. The ultimate decision to purchase any property would not change. It would come back to the full Board for discussion in Closed Session and for approval in Open Session. There was considerable discussion about the pros and cons of this additional language since it really did not change the decision-making process and the Board's ultimate approval. Given Counsel Coffey was not in attendance:

***DIRECTOR GALLIGAN MOVED AND DIRECTOR NAVARRO SECONDED THE MOTION TO TABLE THE DISCUSSION ON THE PROPOSED ADDITIONS TO THE INVESTMENT POLICY UNTIL DISTRICT COUNSEL HAS HAD A CHANCE TO WEIGH IN. THE MOTION CARRIED 5/0. AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL AND EMMOTT  
NOES: NONE  
ABSTENTIONS: NONE***

- B. Proposed Budget for Tenant Improvements for 1819 Trousdale Office-CEO Fama** called attention to the memo included in the meeting materials that summarized the proposed remodeling and projected construction costs broken out into broad areas E.g. HVAC, ADA compliance, floor coverings, etc. Initial value engineering changes have reduced projected costs. Next steps are to engage the contractor – selected through a competitive bidding process; further review and reduce costs, get permits, and proceed. CEO Fama asked approval of a “not to exceed” budget amount.

***DIRECTOR CAPPEL MOVED AND DIRECTOR NAVARRO SECONDED THE MOTION TO AUTHORIZE A NOT TO EXCEED BUDGET OF \$125,000 TO CARRY OUT THE TENANT IMPROVEMENTS AT 1819 TROUSDALE. THE MOTION CARRIED 5/0. AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL AND EMMOTT  
NOES: NONE  
ABSTENTIONS: NONE***

- C. CEO Performance Goals for 2/1/15-1/31/16:** Chair Cappel stated he is looking at 4 or 5 key goal areas with measurements. There have been preliminary discussions with the CEO. He plans to bring mutually agreed upon goals to the April Board meeting.
- D. Proposed Change to Elections Code:** CEO Fama noted the letter received from the County Deputy Counsel providing notice of three local entities requesting to move their perspective elections for governing board members from November of odd-numbered years to November of even-numbered years. The PHCD Board of Directors can provide any input to the Board of Supervisors at their meeting on March 31, 2015.

**DIRECTOR ZELL MOVED AND DIRECTOR EMMOTT SECONDED THE MOTION FOR THE BOARD TO TAKE NO POSITION ON THE MATTER OF THREE LCOAL ENTITIES REQUESTING TO MOVE THEIR PERSPECTIVE ELECTION DATES. THE MOTION CARRIED 5/0.  
AYES: DIRECTORS CAPPEL, NAVARRO, GALLIGAN, ZELL AND EMMOTT  
NOES: NONE  
ABSTENTIONS: NONE**

15. **MEDIA CORRESPONDENCE:** Chair Cappel called attention to the letter from Mark Church regarding AB2028 All-Mail Ballot Pilot Project. He noted there is an information meeting on April 9, 2015 at the San Mateo County Registration and Elections Division.

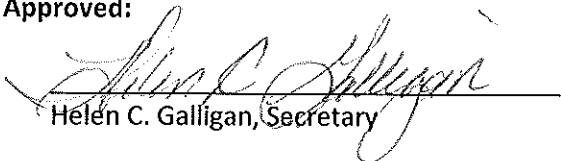
16. **ADJOURNMENT:** The meeting was adjourned at 21:15 hours.

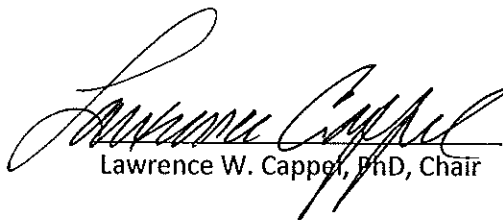
Next Regular Board Meeting: Thursday April 23, 2015, 5:45pm, Burlingame City Hall, 501 Primrose Road, Burlingame, CA.

Written and submitted by:

  
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Ashley McDevitt, Community Outreach Coordinator

Approved:

  
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Helen C. Galligan, Secretary

  
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Lawrence W. Cappel, PhD, Chair