



**BOARD OF DIRECTORS  
SPECIAL BOARD MEETING  
February 4, 2016  
PHCD Classroom**

- 1. CALL TO ORDER:** Chair Cappel called the meeting to order at 17:45 hours at the PHCD Office.
- 2. ROLL CALL:** Present were Chair Cappel, Vice–Chair Navarro, Secretary Galligan, CEO Fama, and Paul Wright. Those with accepted absences: Director Emmott, Treasurer Zell and Ashley McDevitt.
- 3. MINUTES:** Minutes from the December 10 and January 28, 2015 regular Board meeting were presented. *Chair Cappel moved and Director Navarro seconded approval of the minutes as written. The motion passed 3/0/0*
- 4. ORAL COMMUNICATIONS:** No oral communication was offered.
- 5. COMMITTEE REPORTS:**
  - A. Long Term Planning February 3, 2016 meeting:** Chair Cappel reported on the two main items discussed - the update on the Trousdale Project and next steps in the process. The bids will be opened on Feb. 23<sup>rd</sup> at the PHCD office. This meeting will be publicly noticed and all Directors are invited to attend. The second was the Peninsula Wellness Community: the scoping session before the Planning Commission on 2/8/16; and a detailed presentation on the next phase of community outreach; specifically, the establishment of work groups to engage public input on such areas as design guidelines, the 'pocket park', and the edible garden concept.
- 6. BOARD CHAIR'S REPORT:** Chair Cappel reported on the PHCD Community Partners Awards Celebration. He noted that it was very successful, heard a lot of positive comments, and was choreographed well. Director Galligan commented she felt the event was a bit rushed. Director Navarro mentioned maybe take 30 seconds longer in between each award but not much more. CEO Fama commented that they may have outgrown the venue, as there were people standing and yet around 20-30 name tags not picked up. She also suggested for next year possibly keeping the regularly scheduled Board Meeting on the fourth Thursday in January, but have the event a week earlier or a week later. This will be revisited with the Board closer to the event.
- 7. TREASURER'S REPORT:** None was offered.
- 8. DIRECTORS' REPORTS:** None were offered.
- 9. CEO REPORT:**
  - A. Peninsula Health Care Development Corporation is now an official 501(c)(3) and could be a vehicle used related to the Peninsula Wellness Community and/or possible future fundraising.
  - B. Director Zell and CEO Fama went to the ACHD Leadership Academy in Sacramento January 21 & 22. One of the benefits was completion of our 2016 Ethics Training requirement.
  - C. ACHD Legislation Day will be April 4-5, 2016, and one of the important issues for the Association is Design-Build. The ACHD Annual Meeting is May 3-5, 2016 in Monterey.
  - D. PHCD has seats at a number of upcoming events. Please let staff if you would like to attend:
    - i. San Mateo Chamber of Commerce Annual Business Dinner Thursday, February 11<sup>th</sup>.

- ii. Strides for Life Annual Dinner, Saturday February 27
  - iii. Samaritan House Annual Dinner March 19<sup>th</sup> – PCHD is the premiere sponsor
  - iv. Star Vista Annual Breakfast is March 25, 2016, 7- 9:00 a.m. – PHCD will be honored
- E. Form 700's are due into the office no later than the middle of March please.
- F. In regards to the Trousdale Project, CEO Fama reported that for the FF&E budget, competitive bidding has to take place for anything over \$25,000, medical equipment and technology are exceptions. Chair Cappel asked if there are any pitfalls in that process as there are in competitive bidding for the project. CEO Fama responded that more research has to be done on how exactly this needs to be carried out.

## **10. OLD BUSINESS:**

### **A. Peninsula Wellness Community:**

In place of Ashley McDevitt, CEO Fama reported the public has been very receptive to the project via outreach efforts. There will be a brief presentation at the scoping session on February 8<sup>th</sup>. The next phase of outreach will be more hands-on with group engagement. Chair Cappel urged that we keep the City of Millbrae informed. CEO Fama said that she, Director Zell, Joel Roos and Prakash Pinto have been doing interviews and fact finding for potential developers and financing structures, and named those interviewed to date, adding that the work is on target to make a recommendation to the Board by late spring. She also reported that discussion with the Blood Centers of the Pacific continue about its possible return to the area in the proposed PWC professional office building.

**B. Report on 2/3/16 meeting with Apple Tree Dental leadership:** CEO Fama reported that discussions focused on the impact of the delayed opening and receiving full license sure. Everything got pushed out 10 months and operations were further confounded by the merger with Sonrisas so contracts with facilities, numbers of residents treated, and reports have been delayed. Since fully licensed in mid-October, Clinic activity has steadily increased and agreements with senior facilities are being signed. The marketing plan and amount of staff dedicated to this critical function remain a concern. There will be another meeting with ATD Minnesota leadership later this month. Chair Cappel reported that he and Director Zell also met with Dr.'s Helgeson and Gregory, along with CEO Fama and he commented there was disappointment as to their progress and concern about their finances, though it remains a good project. He wants to see more emphasis on Denti-Cal. Chair Cappel expressed concern that there seems to have been inadequate support from Minnesota for the San Mateo Center during all their restructuring activities last year.

### **C. The Trousdale Project: Progress Report**

David Marks of Nova Partners reported there are four confirmed bidders, two are being especially aggressive. There are 225 sub-contractors that have picked up drawings for the project from all over the Bay area, which is about double the first round of bidding. The bids will be opened at the PHCD office on February 23<sup>rd</sup>, and then go through the statement of qualifications review. The city signed off on the architectural changes and the building permit should be ready by the end of February. The construction logistics should not be a problem as the equipment will be located on the empty dirt lot behind the District office on District land. Vehicle entry will be off Marco Polo where there is already a parking lot, and a foot path will be created to go from the construction trailers, on District land immediately east of the office, onto the Trousdale sidewalk. Director Navarro asked about when the date to break ground might occur. Mr. Marks responded if everything goes great, probably in the first week of April. CEO Fama added that after the cost number is known and the Board approves moving forward, contact will be made with Western Alliance Bank to request additional debt. Director Navarro asked how well the Sunrise Senior Living of Burlingame is doing. CEO Fama responded the answer varies greatly according to the source – 40%-80% occupancy. She added that the market data will be refreshed before the next Board meeting.

**11. NEW BUSINESS:**

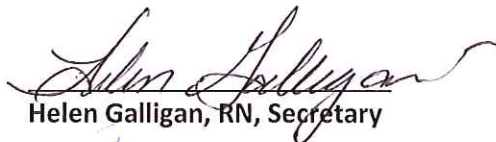
- A. **Board Committees for calendar year 2016:** Chair Cappel reported that they are looking to changing the composition of the Long Term Planning Committee by expanding the number, skill set, and geographic make-up of the members. Director Galligan reported that the Community Health Investment Committee is stable. CEO Fama commented that the Finance Committee is recruiting a CPA, Real Estate Financing Manager, and CFO's with District experience. This committee will meet quarterly and carry out the duties as defined in the Board's Finance Policy.

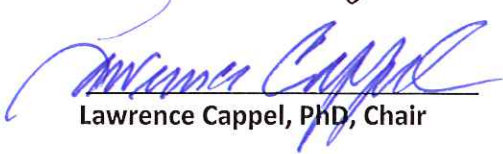
**12. MEDIA AND CORRESPONDENCE:** There were no comments on the items under this tab. CEO Fama noted two recently received letters of appreciation received from grant recipients Mission Hospice and African American Health Advisory Committee.

**ADJOURNMENT:** The meeting was adjourned by Chair Cappel 18:35 hours.

Written and submitted by Paul Wright, Office Coordinator.

Approved by

  
Helen Galligan, RN, Secretary

  
Lawrence Cappel, PhD, Chair