



COMMUNITY HEALTH INVESTMENT COMMITTEE

August 29, 2016

District Classroom

Minutes

1. **Call to Order:** Chair Galligan called the meeting to order at 5:15 pm.

Present: Helen Galligan, Rick Navarro, and Nancy Bush, and staff Cheryl Fama and Ashley McDevitt

Excused: John Delaney, Kitty Lopez. **Absent:** Mary Lund, Steve Droz, and Henry Sanchez.

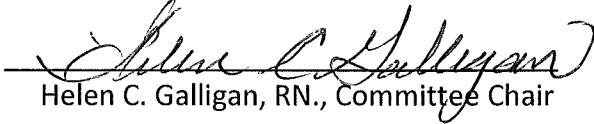
Given the history of attendance and responsiveness to meeting notices by the absent members', staff will follow up to see if there was some glitch in the emailing of the meeting notice and materials.

2. **Committee Description:** Proposed changes were the date at the top and term dates. Ms. Bush asked that "Banker" be added to her listing. No other changes were recommended. Will hold over to October 3rd meeting for committee approval.
3. **Performance to FY 2016 Budget:** The summary of the Committee's grant recommendations approved by the Board December 10, 2015 was distributed in the meeting materials. A summary comparing year end performance to budget was handed out. Actual grant funds spent was \$5,000 under budget and reflects the two-payment structure the committee recommended for The Latino Commission Grant. The second payment will be paid this fiscal year.
4. **Community Health Budget for FY 2017:** Total approved is \$2,030,000 and includes the following funding grants already approved by the Board: \$500,000 for Teen Mental Health Project, \$50,000 Belle Air School Clinic, \$50,000 for the Oral Health Coalition strategic plan implementation, and \$30,000 for the discretionary fund for small grants and support of community events. **Chair Galligan** reported she plans to request at the next Board meeting that the recently approved support of the Dental Coalition not be charged to this budget line item. The total available for grants this year will be at least \$100,000 more than the prior year, and **CEO Fama** reported the Children's Health Initiative will not be requesting funding this year which was \$525,000 of last year's grant funds.
5. **Use of the Discretionary Fund in FY 2016:** The Quick Books detail on the use of the fund was distributed. Those present found uses appropriate and had no questions; however, the summary will be represented at the October 3 meeting where a quorum is expected.
6. **CY 2016 Interim Reports:** **Community Outreach Coordinator McDevitt** presented a brief summary of her review, rating each report as "exceeding", "meeting", or "not meeting" expectations. She will be following up with the Latino Commission seeking additional

information, and PAL on clarification of the use of funds as report did not jive with program approved. She also recommended that the two Burlingame School District grant terms be extended to the end of this new school year in June 2017 to allow a full year of implementation and measurement of impact. Final action on the extension will be taken at the Committee's next meeting.

7. **Committee meeting schedule:** October 3, October 24, and November 28. Letters of intents are due into PHCD by September 19 and will be sent out to the Committee for review and will be discussed at the next meeting.
8. **Other:** All summary and scoring tools used by the Committee are under review as part of a commitment to continuous improvement. Ms. McDevitt will be reviewing and revising the tools and welcomes all input from the committee.
9. **Adjournment:** Meeting adjourned at 6:15 pm

Respectfully written and submitted by: Ashley McDevitt, Community Outreach Coordinator


Helen C. Galligan, RN., Committee Chair