



**Board of Directors**

**COMMUNITY HEALTH INVESTMENT COMMITTEE**

**August 31, 2015**

**District Board Room**

**Minutes**

1. **Call to Order:** Chair Galligan called the meeting to order at 5:00pm.  
**Present:** Helen Galligan, Rick Navarro, John Delaney, Mary Lund, Nancy Bush, Steve Droz, Henry Sanchez, Ashley McDevitt and Paul Wright. **Absent:** Kitty Lopez, Cheryl Fama
2. **Approval of Minutes from December 1, 2014:** Minutes were approved as written.
3. **Introductions:** Chair Galligan noted there are three new members to the committee this year; Nancy Bush, Steve Droz, and Henry Sanchez. Each member of the committee introduced themselves.
4. **Business:**
  - A. **Review Committee Charge:** Chair Galligan reviewed the Committee Charge included in the meeting materials.
  - B. **Review Policies and Procedures:** Chair Galligan reviewed the policies and procedures. She noted most grants are in the \$10-50k range and LOI's are due by 9/18.
  - C. **Review Grant Process, which will include:**
    1. **Health Priorities:** Chair Galligan outlined the Board approved health priorities for FY'16. The priorities are:
      - a) Access to basic health and mental health services
      - b) Childhood obesity and nutrition
      - c) Senior services that promote quality of life and independence while living in the community
      - d) Reduction of health risks through education and prevention.
    2. **Forms:** Ms. McDevitt reviewed the LOI Form, LOI Evaluation Form, Full Proposal Form and Full Proposal Evaluation Form. She noted several updates were made based on feedback from last year's applicants and committee members.
    3. **Work plan and timetable:** Chair Galligan reviewed the work plan and timetable included in the meeting materials. She noted that each committee member will be assigned a set of LOI's and Full Proposals to review. The committee members were advised to let Ms. McDevitt know if any of the organizations they are assigned to review could have a potential conflict of interest due to a working relationship or board involvement.
  - D. **Review Discretionary Fund activity FY'15:** Ms. McDevitt distributed the transaction report for Discretionary Fund activity for FY' 15. She noted the Discretionary Fund is used to support grant requests for less than \$5,000 and to support fundraising efforts by worthy organizations.

Vice-Chair Navarro commented he would like to see more of the discretionary fund used to support organizations and efforts in the north part of the district (San Bruno). The committee found the fund to be used as intended.

E. **CY 2014 Year-End Reports**– Ms. McDevitt reviewed the summary report included in the materials. She noted the following:

- CHI- the new State budget now includes health care coverage for undocumented children. Therefore, CHI will not be requesting additional funding at this time as all children in the Healthy Kids program will be transferred into Medi-Cal
- Ombudsman- reported having trouble recruiting volunteers. They have hired a development director (September 2014). This new position has created a budget deficit and they anticipate it will take two years to reap the benefits of this new position.
- Samaritan House- Only met 77% of goal. They attribute this to the fact that many of their patients have transitioned to Medi-Cal through the ACA. They have begun a targeted outreach program to attract new clients, including later clinic hours and mobile services. The report noted they are investing \$60k in dental equipment which will help attain volunteer dentists.

The committee accepted the reports as compliant with grant terms and the funds used as intended.

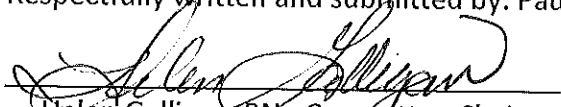
F. **CY 2015 Interim Reports**– Ms. McDevitt distributed and reviewed a summary of the CY 2015 Interim Reports. Reports were received from the following organizations:

- Catholic Charities-Adult Day Health
- Community Gatepath-Children Therapy Services
- Edgewood-Kinship Program
- InnVision Shelter Network-Family and Children’s Support Project
- Peninsula Family Services-Senior Peer Counseling Program
- Jewish Family and Children’s Services-Seniors at Home

She noted that all the organizations that submitted a report are on target to meet their stated objectives and will submit a final report in January 2016. She noted every grant recipient is expected to submit a year-end report. The committee accepted the reports as compliant with grant terms and the funds used as intended.

5. **Adjournment:** The meeting was adjourned at 1800 PM.

Respectfully written and submitted by: Paul Wright, Office Coordinator



Helen Galligan, RN., Committee Chair