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| <b>BOARD OF DIRECTORS</b><br><b>MEETING MINUTES</b><br><b>Thursday, December 8, 2022</b><br>Per Resolution 2022-15, this meeting was held via Zoom teleconference   |                                |   |
| <u><b>Directors Present</b></u><br>Chair Cappel<br>Secretary Pagliaro<br>Director Zell<br>Director Navarro<br>Director Sanchez  | <u><b>Directors Absent</b></u> | <u><b>Also Present</b></u><br>Counsel Mark Hudak<br>Helen Galligan<br><u><b>Presenters:</b></u><br>Rick Jackson, CPA, JWT & Associates, LLP |
| <b>1. <u>CALL TO ORDER &amp; ROLL CALL:</u></b> Chair Cappel called the meeting to order at 6:37 AM. Roll call attendance was taken. A quorum was present.  |                                |   |
| <b>2. <u>SPECIAL PRESENTATION</u></b> Honoring Helen Galligan for 15 years of service as a PHCD Director:<br>The District shared a video tribute to honor her work and contributions and announced the naming of District's budget item for supporting healthcare worker education and recruitment, The Helen Galligan Future Healthcare Worker Fund  |                                |   |
| <b>3. <u>PURSUANT TO GOVERNMENT CODE 3100 SWEARING IN OF ELECTED BOARD MEMBERS:</u></b><br><br>a. Administration of the Oath of Office to <b>Chair Cappel</b> by <b>Secretary Pagliaro</b><br>b. Administration of the Oath of Office to <b>Director Zell</b> by <b>Secretary Pagliaro</b><br>c. Administration of the Oath of Office to <b>Director Sanchez</b> by <b>Secretary Pagliaro</b>   |                                |   |
| <b>4. <u>PUBLIC COMMENT ON NON-AGENDA ITEMS:</u></b><br><br><b>Public Comment:</b> Mr. Schrader commended the Board on the hire of <b>Ms. Theodoropoulos</b> as Office Assistant and was eager to see in what direction they would go in trying to find a replacement for <b>CEO Fama</b> after her retirement announcement. <b>Mr. Schrader</b> also thanked all the members of the Board for their continued contribution to the community and asked if they would reach out to Sutter a final time to see if they would consider reopening the therapy pool. |                                |   |
| <b>5. <u>CONSENT CALENDAR:</u></b><br><br><b>Director Pagliaro</b> asked <b>CFO Yee</b> about the \$11,000+ plus on Checking Transactions to the City of San Mateo. <b>CFO Yee</b> answered - for a building permit for 2600 El Camino, the allcove location.<br><br><b>Director Pagliaro</b> asked if the \$250,000 under Silicon Valley Community Foundation was a grant. <b>CFO Yee</b> answered that transaction was to return grant sent by Silicon Valley Community Foundation in an error.   |                                |   |



**Director Pagliaro** asked about a transaction on October 14th for \$12,000 for List Engineering. **CFO Yee** answered it was for the drawing and designing development for the allcove center.

**Motion to approve the Consent Calendar**

**Motion:** By Director Zell; Seconded By Director Navarro

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro

**Noes** - 0

**Abstain** - 0

**Motion Passed:** - 5/0/0

**6. REPORT OUT FROM CLOSED SESSION: 10/27, 10/29 & 11/15:**

**Chair Cappel** stated that all meetings were centered around negotiations regarding the PWC.

**7. OLD BUSINESS:**

**a. RIP Medical Debt Forgiveness Program Update: CEO Fama**

**RIP Medical Debt Relief (RIPMD) Presentation Covered:**

- RIPMD history and non-profit status
- PHCD’s role in bringing RIPMD to the attention of local hospital systems
- Based on preliminary projections of eligible debt for PHCD residents, the Board approved a budget line item of \$200K to fund PHCD residents’ debt.
- Patient eligibility criteria for medical debt relief
- San Mateo Medical Center’s CFO was interested and, with BOS approval, signed a participation agreement with RIPMD. Agreement required electronic transfer of patient debt data directly from SMMC to RIPMD.
- RIPMD screened for eligibility Results:
  - 72,400 SMMC patients eligible
- 14,434 PHCD residents’ debt totaling \$29,347,887 were eligible
- Purchase price for PHCD eligible debt \$29,348 plus \$1/resident account (\$14,434)
- Approval to use \$43,782 of the budgeted fund to transact the purchase of the PHCD residents debt.

**Discussion:**

**Director Zell** stated he was against this expenditure and noted that this would cover medical debt over 4 years old. The fact that the debt covered would be over 4 years old means it is also barred by the statute of limitations. This means a debt collector would not be able to collect on this debt because they would be in violation of both the Federal and State Unfair Debt Collection Practices. He will be voting against this because of this reason.

**Director Pagliaro** asked CEO Fama if by going forward with the proposal it would help clear the records of the patients that have been negatively impacted because of this bad debt. **CEO Fama**



answered yes. RIPMD, as a nonprofit, has the ability to completely remove the debt from the person's record which not only provides emotional relief, but removes barriers to employment

**Chair Cappel** noted **Director Zell** brings up a good point and agreed with **CEO Fama** based on his line of work wherein he has direct experience with patients. He knows debt relief alleviates the mental stress and burden of having this debt on their records; debt negatively impacts patients psychologically.

**Director Navarro** commented that he feels giving patients the peace of mind of alleviating some of their financial burden may help them further seek medical treatment which some may otherwise feel is unattainable because of their present unresolved debt.

**Director Sanchez** commented that with the pandemic affecting so many lives the financial burden on many families is magnified. He expressed that this initiative and what it would accomplish regarding improving the mental health in the community would be worth the investment.

**Motion to approve using \$43,782 of the PHCD RIP Medical Debt Forgiveness Fund to buy the eligible debt incurred by PHCD residents that received services at the San Mateo Medical Center.**

**Motion:** By Chair Cappel; Seconded By Director Navarro

**Vote:** Ayes – Cappel, Pagliaro, Navarro, Sanchez

**Noes** - Zell

**Abstain** - 0

**Motion Passed:** - 4/1/0

**b. Presentation of FY 2022 Audit Report; ACTION:** Rick Jackson, CPA, JWT & Associates, LLP

**Mr. Jackson** gave a brief summary of the FY 2022 Audit Report. He noted that the District received a clean audit and no audit adjustments. A new accounting rule was enacted during the reporting year concerning leases (GASB 87). This was the most significant change from last year's numbers. All other numbers are fairly similar to the prior year. In all, Mr. Jackson found the District books in good order with no material misstatements.

**Director Zell** noted the Finance Committee unanimously approved presenting the audit to the Board for approval.

**Motion to approve FY 2022 Audit Report.**

**Motion:** By Director Zell; Seconded By Director Navarro

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro

**Noes** - 0

**Abstain** - 0

**Motion Passed:** - 5/0/0

**c. St. James Successful Vax Event: CED Wasson and Pastor Bussey**

**CED Wasson** gave a brief introduction of Pastor Bussey. **Pastor Bussey** introduced herself and shared



how St. James Church has served the community throughout the years in North Central San Mateo. On November 19th the church had its fourth and most successful vaccination clinic to date. The event came together with the support and collaboration between the church, PHCD and the Bay Area Community Health Advisory Committee. The church also received a grant from the state of California through the "Vaccinate All 58 Campaign" which also contributed to this successful event. The church was able to vaccinate a total of 87 people in a four-hour period. **Pastor Bussey** thanked the Board for their support and looked forward to collaborating in the future to continue serving the community. **CED Wasson** shared there will be another St. James vaccination clinic on January 14<sup>th</sup>, Martin Luther King weekend.

**d. Status of Public Bids process for General Contractor & Service Provider contract negotiations for 2600 El Camino Real - allcove San Mateo - Eddie Flores, Dir. Youth Behavioral Health**

**Mr. Flores** reported on the need to revise the deadline for the General Contractor competitive bid submissions due to the Thanksgiving holiday. It will now be December 13<sup>th</sup>. The review team will review the bids with the goal to bring to the Board in January. Since the Board's 12/15/22 approval of Caminar as PHCD's allcove service provider, the staff has also been working with Counsel Hudak and PHCD's contract consultant to execute the service provider agreement with Caminar.

**8. NEW BUSINESS:**

**a. Community Health Investment Committee Community Grant Recommendations for FY 2023 & 2024: Dr. Navarro, Co-Chair & CED Wasson**

**Community Health Investment Committee Presented the Committee's recommendations for funding and covered:**

**A review of PHCD programs that fall under the Community Health Investment budget line:**

- Impact Partnerships
- Community Grants
- Sponsorships & Small Grants
- Healthcare Workforce Tuition Assistance

**Health Priority Areas of Focus for FY'23 Community Grants:**

- Healthy Aging - Socializing and connectivity
- Mental Health - Prevention services and programs
- Preventive Health - Screening and Physical activity

**Grant Selection Criteria**

- Alignment with health priorities
- Quality of proposal
- Programs and services
- Previous grant performance



- Stability of organization
- Cross-collaboration
- Number of residents served
- Measurement and evaluation metrics

**Projected Impact of Grant Recommendations:**

- Number of Residents expected to be served by programs - 50,706
- Age range of residents served, 0-105
- PHCD zip codes served – All

There being no questions or discussion,

**Motion to approve FY’23 grants recipients and amounts as recommended by the Committee**

**Motion:** By Director Navarro; Seconded By Director Zell

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro

**Noes - 0**

**Abstain - 0**

**Motion Passed:** - 5/0/0

**Impact Partner Recommendation:** CED Wasson presented the Committee’s recommendation to move the Ombudsmen Program from Community Grants to Impact Partner status due to their unique, exclusive service in serving the entire County of older adults living in congregate living situations. This allows PHCD to enter into a 3-year funding agreement that requires regular reporting on use of funds, but will not require a reapplication to the grant fund every year.

**Motion to make Ombudsmen an Impact Partner**

**Motion:** By Director Navarro; Seconded By Director Zell

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro

**Noes - 0**

**Abstain - 0**

**Motion Passed:** - 5/0/0

**CED Wasson presented the Committee’s recommendation to approve a community grant in FY ’24 for the San Bruno School District to support its Wellness Coordinator.** This allows school district to count on funding for that position to start the new school year. **Director Pagliaro** asked if the Wellness Coordinator was an employee of the District. **Director Navarro** answered yes, the San Bruno Park School District.

**Motion to approve FY’24 request - San Bruno Park School District Wellness Coordinator**

**Motion:** By Director Navarro; Seconded By Director Zell

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro



**Noes - 0**

**Abstain - 0**

**Motion Passed: - 5/0/0**

**b. CEO Recruitment Plan and Appointment of Board’s Search Committee: Chair Cappel**

**Chair Cappel** reported that he has appointed himself and **Director Pagliaro** as the Board's Search Committee. **Director Zell** asked **Chair Cappel** if he was asking for approval of the subcommittee. **Chair Cappel** answered yes.

**Motion to approve CEO Recruitment Plan and Appointment of Board’s Search Committee.**

**Motion:** By Director Zell; Seconded By Director Navarro

**Vote:** Ayes – Cappel, Zell, Pagliaro, Sanchez, Navarro

**Noes - 0**

**Abstain - 0**

**Motion Passed: - 5/0/0**

**9. REPORTS:**

**a. Board Committees: SDOC 11/2, CHIC 11/21, and Finance 11/30**

**Chair Cappel:** The Strategic Direction Oversight Committee met on November 9th and focused on learning more about Active Wellness, a program under consideration for the PWC Hub and receiving an update on the HUB services research.

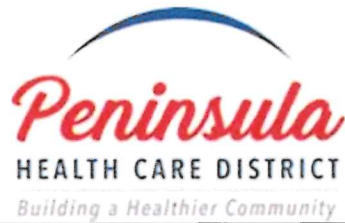
**Director Navarro:** The Community Health Investment Committee met on November 21<sup>st</sup> to finalize grant selections that were just presented to the Board.

**Director Zell:** The Finance Committee met on November 30th to discuss the audit and to consider and approve rent assistance for a 101-year-old lady who was one of the first Trousdale residents. The next meeting of the Committee will be a joint meeting with the Strategic Direction Oversight Committee to hear more details on the Active Wellness Program under consideration for the PWC HUB, and their management’s experience in serving all levels of income while sustaining the program.

**b. Board Chair and Director Reports**

**Director Pagliaro** stated that he and **Chair Cappel** have been meeting virtually every Wednesday with the developers. He also added that he and **Counsel Hudak** are currently working on some of the facility issues they have been having with The Trousdale and are looking to have a report ready for the Board on the next closed session.

**c. Staff Reports**



**CEO Fama** reported on recent facility issues at The Trousdale: a spider infestation on an exterior wall between the Prodema wooden panels that cost \$8,000 to remove with environmentally safe solutions; the dumbwaiter that transports meals up and dishes back from the kitchen to memory care is not working – again; and there have been recent ‘hic ups’ with the Stanley IT security system requiring repeated reissuing of new keys to residents.

**CED Wasson** reported on upcoming vaccination clinics:

- San Bruno Belle Air School on December 12<sup>th</sup> from 3 - 6pm (40 people had already registered to get vaccinated)
- St. James Church on January 14<sup>th</sup> from 1 - 4pm
- Millbrae Lunar New Year’s Festival on January 29<sup>th</sup> from 10:30am - 2:30pm

**CED Wasson** also reported the date has been set for the Strategic Planning retreat March 3rd.

**BOD Arevalo-Rodriguez** said PHCD social media channels will promote the vaccination clinics and tips for staying healthy throughout the holiday season.

**10. CORRESPONDENCE & MEDIA:**

**Chair Cappel** encouraged everyone to review the correspondence and media section in their Board Packet and asked if anyone had any questions.

**11. ADJOURN:** Chair Cappel adjourned the meeting at 8:20pm.

Written by: Voula Theodoropoulos

Approved by:   
Lawrence W. Cappel, Board Chair

**Approved by the Board on 1/26/2023**