



<b>BOARD OF DIRECTORS MEETING MINUTES</b> <b>6:30 pm Thursday, December 7, 2023</b> <b>1819 Trousdale Dr. Burlingame, Ca 94010</b> <b>(Classroom)</b>		
<u><b>Directors Present</b></u> Chairman Cappel Vice-Chairman Pagliaro Director Navarro Director Sanchez	<u><b>Directors Absent</b></u> Secretary Zell	<u><b>Also, Present</b></u>

**1. CALL TO ORDER & ROLL CALL:** Chairman Cappel called the meeting to order at 6:00 p.m. Roll call attendance was taken. A quorum was present.

**2. ORAL COMMUNICATIONS:** There were no oral communications.

**3. NEW BUSINESS:**

**A. Revised Budget for allcove™ Tenant Improvement:** Vickie Yee, CFO

At the January 26, 2023, Board meeting, Eddie Flores, Director of Youth Behavioral Health Program, presented tenant improvement bids for the allcove™ space at 2600 El Camino Real, San Mateo. At that time, the Board accepted the staff’s recommendation and awarded the construction contract to Zone 4 Construction for \$948,087, plus a 15% contingency. However, the budget approved by the Board in June only carried the amount of \$948,087 and not the 15% contingency. As such, the budget requires an adjustment of \$142,213 to include the 15% contingency that the Board approved for a total tenant improvement budget of \$1,090,300.

**Recommendation:** To increase the tenant improvement budget to \$1,090,300 to reflect board action taken on January 26, 2023

**Vice-Chairman Pagliaro** asked DOYBH Flores if Ralph Barsi was in charge of reviewing the 15% contingency on this item.

**DOYBH Flores** replied that he and Mr. Barsi were in charge of the review.

**Counsel Hudak** clarified that there were several change orders that were executed but came in well under the 15% contingency that the Board had previously approved.

**Motion to Approve the increase to the tenant improvement budget to \$1,090,300 to reflect board action taken on January 26, 2023**

**Motion:** By Director Navarro Pagliaro; Vice-Chairman Pagliaro

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

**Noes: 0**  
**Abstain: 0**  
**Motion Passed: 4/0/0**

**B. allcove™ San Mateo Acceptance of Tenant Improvement Work Completed:** Eddie Flores, Director Youth Behavioral Health Programs, Jackie Almes, Youth Outreach Specialist

In March 2023 the Board selected Zone 4 Construction Inc., after a public bid process as the general contractor to perform the tenant improvement work at 2600 S. El Camino Real, 3rd Floor, for the allcove™ San Mateo site location. After awarding of the contract and submittal of permits to proceed to the City of San Mateo, the contractor began mobilization and construction and remodeling during the first week of July 2023 and completed the work October 2023, meeting the required 90-day requested completion period with ample time for Day-2 modifications and final alterations.

Attached to this memo is a resolution with a recommendation to the Board to accept the work as complete and authorizing final payment of \$54,299.17 to Zone 4 Construction for the 100% completion of the tenant improvement work at the site location. This acceptance and resolution are set forth to start the statute of limitations running for claims about defective work and other issues, should there be a need or arise in the future. The original bid amount for the allcove™ San Mateo Tenant Improvement (TI) project was approved during the March 2022 Board Meeting for the amount of \$948,087.35. The Board also authorized contingency funding of up to 15% to cover change orders for unforeseen conditions and additional work requested by staff, including work to meet allcove™ program requirements such as branding. There was a total of 12 change orders which mostly focused on items that were not of drastic or dangerous nature, but as additions to ensure that the facility aligned with branding and allcove™ model standards and to ensure alignment with reconfiguration of some of the elements, based on feedback and information District staff learned from the site visit to allcove™ Beach Cities.

**Recommendation:**

It is the recommendation of the project team and PHCD staff to accept the work as complete and pay the balance due to Zone 4 Construction including any retentions held and file a Notice of Completion.

**Motion to Approve the allcove™ San Mateo work as complete and pay the balance due to Zone 4 Construction including any retentions held and file a Notice of Completion**

**Motion: By Director Sanchez; Director Navarro**  
**Vote: Ayes – Cappel, Pagliaro, Navarro, Sanchez**  
**Noes: 0**  
**Abstain: 0**  
**Motion Passed: 4/0/0**

**C. Update and Adjustment of allcove™ Peer Specialist Position Allotment and FTE Allocation:** Eddie Flores, Director Youth Behavioral Health Programs

As part of the recommended staffing roles under the allcove™ model owned by the California Mental Health Services Oversight & Accountability Commission (MHSOAC), the role of peer specialist is identified as one of the required positions to be able to open and operate an allcove™ center. Under the direction of the allcove™ Clinical Director, the allcove™ Peer Specialist engages with allcove™ youth, provides peer-to-peer support services, and supports outreach efforts to youth and the community, promoting visibility, access and encouraging participation in allcove™. The Peer Specialist will also support allcove™ San Mateo with administrative support. They will primarily be involved in direct and heavy outreach within schools, community groups, student organizations and conduct presentations, tours, and participate in the publicity and promotion of allcove™ San Mateo working with the Youth Advisory Group and other young adults in the local communities.

The District explored non-paid volunteer opportunities (non-paid internships, AmeriCorps VISTA, etc.) but were unsuccessful in securing this additional support due to timing of the yearly application recruitment those agencies had passed. As a result, the request is for a 0.5 FTE adjustment be made increasing the 1.5 – FTE role to be a 2 FTE Peer Specialist with all other elements, including salary compensation and benefits remaining the same. Staff still believes that (2) FTE Peer Specialists will be able to cover the welcome ambassador role at the center, and in addition cover administrative tasks, outreach and communication, and support reception duties at allcove™ San Mateo location. Staff does not foresee needing to increase or add additional positions until late Spring 2024, unless center demand and utilization increase sooner than that date.

**Recommendation:**

It is recommended that the PHCD Board of Directors approve the FTE adjustment for the peer specialist role, from 1.5FTE to 2.0FTE for the allcove™ San Mateo youth drop-in center to be effective immediately.

**Motion to Approve the FTE adjustment for the peer specialist role, from 1.5FTE to 2.0FTE for the allcove™ San Mateo youth drop-in center to be effective immediately**

**Motion: By Director Sanchez; Vice-Chairman Pagliaro**

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

**Noes: 0**

**Abstain: 0**

**Motion Passed: 4/0/0**

**4. Adjournment: 6:12 pm**

Written by: Voula Theodoropoulos

Approved by:

A handwritten signature in black ink, appearing to read 'Cappel', is written over a horizontal line. The signature is fluid and cursive.