



**BOARD OF DIRECTORS
MEETING MINUTES
6:30pm Thursday, February 2023
Was held via Zoom teleconference**

<p><u>Directors Present</u> Chair Cappel Secretary Pagliaro Director Navarro Director Zell Director Sanchez</p>	<p><u>Directors Absent</u></p>	<p><u>Also Present</u> Counsel Mark Hudak Presenters: Eric Ryan, MissionMet Facilitator, Superintendent Magee & Chief of Health Rogers, Alexis Denton, Resilient Environment</p>
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1. CALL TO ORDER & ROLL CALL: Chair Cappel called the meeting to order at 6:32pm. Roll call attendance was taken. A quorum was present.

2. PUBLIC COMMENT/NON-AGENDA ITEMS: Sheri Peifer, Eskaton’s President introduced Scott Winans, Eskaton’s new Vice President of Life Plan and Bay Area communities who will be covering The Trousdale. Mr. Winans gave a brief overview of his background, expertise, vision, and the areas he hopes to elevate in supporting the Trousdale.

3. REPORT OUT FROM CLOSED SESSION: 2/23/2023
Chair Cappel reported discussion focused on the PWC development and pending litigation involving a District property.

- 4. CONSENT CALENDAR:**
- a. Board Meeting Minutes – January 26,2023
 - b. Checking Account Transactions – January 2023
 - c. Treasurer’s Report – January 2023

Motion to approve the Consent Calendar as presented

Motion: By Director Zell; Seconded By Director Sanchez
Vote: Ayes – Cappel, Pagliaro, Navarro, Zell, Sanchez
Noes - 0
Abstain - 0
Motion Passed: - 5/0/0

5. Old Business:

- a. Strategic Planning Board & Management Retreat- Prep and Expectations:** CED Wasson confirmed the all-day, publicly noticed planning retreat is set for Friday, March 3rd in the PHCD classroom. **Eric Ryan**, MissionMet consultant and facilitator for the retreat, gave a brief overview of the main themes and goals of the plan. He will also be sharing how the plan will be used to measure and track progress and kept updated to assess the organizational progress.
- b. Approval of Developer's PWC Project Planning, Entitlement/Design Application to the City of Burlingame – Chair Cappel** reported that the Board has reviewed the application documents. [Note: application is 57 pages most are the 11"X14" concept plan details and were not included in the distributed meeting materials. They are available for review at the District office.]

Motion to submit PWC Project Planning, Entitlement/Design Application to the City of Burlingame

Motion: By Director Zell; Seconded By Director Sanchez

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

Noes - 0

Abstain - 0

Motion Passed: - 5/0/0

- c. Reaffirmation of Helen Galligan's Appointment by Board to fill one of PHCD's seats on Sonrisas Dental Health Board: Chair Cappel** noted this was an item deferred from the last Board meeting. PHCD appoints five of the nine board seats on the Sonrisas Dental Health Board. Former PHCD **Director Galligan** has held that seat since PHCD took over the program and currently serves as its Vice-Chair. She has been an active, knowledgeable member of that Board, and Sonrisas requests that she be allowed to complete her term.

Director Discussion: Her PHCD representation and excellent contributions to Sonrisas were acknowledged. However, it was the consensus that a PHCD representative should be at least a resident of the county and in touch with the resident needs and this Board should appoint a replacement to complete her term that ends in December 2024. **Director Sanchez** noted that he teaches dentists and would be interested in filling that seat.

Motion to replace Ms. Galligan and appoint Director Sanchez to fill PHCD vacant seat on the Sonrisas Dental Health Board

Motion: By Director Zell; Seconded by Director Navarro

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

Noes - 0

Abstain - 0

Motion Passed: - 5/0/0

6. New Business:

- a. Request for Funding Support to the County Health and County Office of Education's Process to Develop a Countywide Strategic Plan to address School-Aged Youth Mental Health:** Presenters Chief of Health Louise Rogers and Superintendent Nancy Magee

Chief Rogers, presented a power point detailing the project, plan to accomplish, and consultants to be engaged to carry out the planning process.

Presentation Highlights:

- The vision is to create and sustain safe and positive community environments so that all county youth may thrive and succeed.
- The process will establish a coalition engaging a broad representation of health, school, law enforcement, social services, and behavioral health professionals.
- SMC County Health and the County Superintendent of schools will lead a year-long, equity focused mental wellness strategic planning process for the county's schools and transition age youths.
- Desired outcomes: map of intersecting initiatives and more defined collaborative infrastructure; assessment of gaps and plan of action to achieve access to equitable social-emotional wellness for children and youth; unified plan will position partners favorably to act on state and local funding opportunities. Pacific Health Consulting has been engaged to facilitate this process and plan development. The total cost of their services is \$200K. Presenters are seeking a contribution of \$25k from PHCD to this effort.

Q&A with Superintendent Magee & Chief of Health Rogers

Who is currently funding the program? \$25k from the Sequoia Healthcare District, \$60k from the Mental Health Services Act, and \$50k from the County Office of Education. They are still looking at other funding opportunities.

Director comments:

Chair Cappel shared that since Comprehensive Mental Health Centers were shut down by the State of California in recent years, the data on the metrics of mental health show a sharp decline at both the school age level and adulthood. The Mental Health Centers had a great model, as it was available to all people and with the many resources they were able to provide the community. While looking towards the future in the area of mental health, it is important to look back at some of the programs that worked in the past.

Director Zell stated this is an important project and will serve well the launching of PHCD's allcove teen drop-in center. He proposed raising the contribution to \$30K.

Motion to contribute \$30k in Support of the Strategic Plan Development Process for School Aged Youth Mental Health

Motion: By Director Zell; Seconded by Director Navarro

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

Noes - 0

Abstain - 0

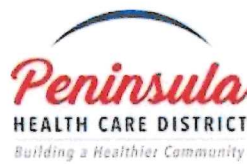
Motion Passed: - 5/0/0

b. Request Approval of Proposed Consulting Team and Next Phase of Work in Defining PWC Hub Services, Partners, Business Proforma:

Alexis Denton, Resilient Environment, consultant working with CEO Fama on this project presented. **Ms. Denton** presented the next critical phase in defining the PWC community benefit Hub services, potential provider partners and the related business proformas. She also introduced the team of local, national, and international experts she and **CEO Fama** have identified to advise the work.

Presentation highlights summarized the work to date:

- Developed a model of 'must consider' services through an expert think tank exercise, interviews with national and local older adult living environment experts, interviews with local providers, doctors, age-friendly environment task force representatives, and residents.
- Confirmed overall model with a series of experts and community members affirming the base concept is both innovative and sound.



- Got a good sense of needs of the District's constituents and a good handle on desired services, space requirements, and big picture goals.

Confident that the "menu" of services identified are correct, needed, and doable. Part 2 of the Hub development will consist of the development of a detail project master plan.

Next Phase, Work Plan, Products

- Validate the work done to date, identifying gaps, defining the decision-making process and project leadership team, developing a long term project schedule with refined goals, mission, vision and metrics for success.
- Complete a master plan that will describe how the Hub would operate, its design and performance criteria so potential partners can be engaged through a formal RFP process.
- Determine potential membership models, revenue streams, expenses, and District vs Partner involvement.
- Timeline for completion of Phase 2 of the Hub development is estimated at 3 months.
- Consultant team: Headed by Ms. Denton and will include Maria Mortati, Stephen Johnston, and Daniel Ruth
- Budget for Phase 2: Billings will be time and materials not exceeding \$72,500.

Motion to accept work plan, consultant team, schedule and expenditure not exceeding \$72,500 for completion of Phase 2 of the Hub development

Motion: By Director Zell; Seconded by Director Navarro

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

Noes - 0

Abstain - 0

Motion Passed: - 5/0/0

c. Earthquake Insurance Proposal for The Trousdale: Director Zell

Director Zell stated that he was skeptical of the earthquake insurance because it's a narrow risk on a brand-new building but was curious to see what the Board consensus was on the issue.

Chair Cappel commented that he would like this to be vetted through the finance committee.

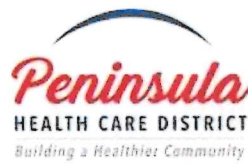
Director Zell stated that he would also like this item tabled until vetted through the finance committee.

d. Proposal to Increase The Trousdale's FY '2023 Marketing Budget: Vice Chair Pagliaro and DOB Stephanie Arevalo Rodriguez

Vice Chair Pagliaro referenced the memo in the meeting materials that outlines an aggressive 4-month local newspaper advertising campaign to raise the visibility of The Trousdale throughout the community. Response to the ads will be tracked to through the number of clicks on website, calls into The Trousdale seeking information or tours. The ultimate goal is to increase residents. The increase requested is \$23,932.

Motion to Increase the Trousdale's Advertising Budget by \$23,932 to support newspaper advertising campaign presented for 4th quarter FY /23

Motion: By Director Sanchez; Seconded by Director Zell



Vote: Ayes – Cappel, Pagliaro, Navarro, Zell, Sanchez
Noes - 0
Abstain - 0
Motion Passed: - 5/0/0

e. Resolution NO. 2023-03 Authorizing the Payment of a Per-Meeting Stipend to Directors of the Peninsula Health Care District: Chair Cappel

Vice Chair Pagliaro asked, and **Counsel Hudak** responded the stipend qualifying meetings include any meeting where a Director is doing official business on behalf of the District. Examples include board meetings, standing Committee meetings, and Ad hoc committee to which Director has been appointed.

Director Sanchez motions to authorize payment of a Per-Meeting Stipend to Directors of the Peninsula Health Care District.

Vice Chair Pagliaro seconded the motion

Motion Authorizing the Payment of a Per-Meeting Stipend to Directors of the Peninsula Health Care District

Motion: By Director Sanchez; Seconded by Vice Chair Pagliaro
Vote: Ayes – Cappel, Pagliaro, Sanchez
Nays: Zell, Navarro
Abstain - 0
Motion Passed: - 3/2/0

f. Request for Board Endorsement to Apply for CSDA Board Seat: Director Zell

Director Zell reported CSDA has a call out for interested public agency directors who would be interested in running for a seat on the CSDA Board. Interested candidates need to have the endorsement of their agency Board. He requested the Board endorsement for both he and **Director Pagliaro** and they will get together and decide which one of them would move forward with the application.

Director Sanchez made motion to nominate both **Vice Chair Pagliaro** and **Director Zell** for endorsement to Apply for CSDA Board Seat.

Chair Cappel seconded the motion.

Motion to nominate Vice Chair Pagliaro and Director Zell for endorsement to Apply for CSDA Board Seat

Motion: By Director Sanchez; Seconded by Chair Cappel
Vote: Ayes – Cappel, Pagliaro, Navarro, Zell, Sanchez
Noes - 0
Abstain - 0
Motion Passed: - 5/0/0

g. Proposal to Continue to Offer Hybrid, When Technically Feasible, When Meetings Return to In-Person Starting March 1, 2023: CEO Fama

Public Comments:

Michael Schrader stated the he would appreciate if the meetings would continue to be hybrid.

Director Navarro moved to approve proposal of continuing to offer a hybrid option to in-person

meetings, when technically feasible.

Director Sanchez seconded the motion.

Motion to approve Proposal to Continue to Offer Hybrid, When Technically Feasible, When Meetings Return to In-Person Starting March 1, 2023

Motion: By Director Navarro; Seconded by Director Sanchez

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

Noes - 0

Abstain - 0

Motion Passed: - 5/0/0

h. Acceptance of CEO Performance Review and Proposed Contract Amendment(s):

Chair Cappel reported that the Board discussed CEO Fama's performance and developed an offer that could not be presented prior to this meeting due to the hour, therefore it would be presented to her the following day. Action on this item needs to be deferred to the next meeting.

7. Reports:

a. Board Standing Committees: No meetings in February.

Strategic Planning Committee 3/3/23 meeting cancelled due to Strategic Planning Retreat on 3/3/23.

Finance Committee meeting March 7, 2023

Community Health Investment- Next meeting August 7, 2023

b. Board Chair and Director Reports

Director Zell said he attended the ACHD Board meeting in Sacramento where he was updated on current legislation that would be affecting healthcare districts. One issue of note was an amendment to the Brown Act that would facilitate holding hybrid meetings.

c. Staff Reports

DOB Stephanie Arevalo Rodriguez: February focus has been Trousedale marketing, promoting the PWC town hall, and the monthly e-newsletter that continues to enjoy a 50%+ open rate. She also reminded the Board that the form 700s are due the first week of April and she would be sending them out the following week.

Youth Outreach Specialist, Jackie Almes provided updates on a recent YAG training on the LGBT+ community and resources for mental health support. Another YAG meeting focused on the color theory behind the acceptable color palate of the allcove center and the signage ensuring everything is in compliance with the branding guidelines.

DOYB Flores provided an update on the service agreement contract in development with Caminar that he hopes to have ready for the March Board meeting, and finalizing the contract with the selected general contractor, Zone 4 Construction, to mobilize the tenant improvements.

FCD Marheineke reported on meetings with the Active Wellness marketing consulting team to identify ways to increase membership. They recommended revisiting participating as a provider in insurance programs. She also shared that Dr. Cameron Emmott, former PHCD Director, donated a stepper, a piece of equipment that the members have enjoyed since its arrival.

CED Wasson reported two additional community partners, new to the District's vaccine campaign clinics, would be joining the District at the next vaccination clinic. Second Harvest and Rebuilding Together will be at the, February 25th event, at Saint James clinic between 12-4pm. She also made note that the PHCD had been asked to participate in a press conference in the first half of April with HEP B Free and Treasurer Fiona Ma to discuss the topic of the new CDC universal screening recommendation for Hepatitis B.

CFO Yee reported the February debt service payments were made on the construction loans for the Trousdale; the FY '23, 42 grant checks totaling \$1.3M were cut and distributed; and \$2 million was transferred into the investment account at Citi National Bank. In the coming month she will begin working with the department directors to develop the budget for next year with the goal of having a draft ready for the Finance Committee and Board to review in May.

CEO Fama reported on the PWC town hall held the previous night, which was well attended, good questions asked, and the familiar issues of potential traffic and noise came up. Inquiries are increasing at the Trousdale now that pandemic restrictions have been loosened. Sylvia Chu Executive Director of The Trousdale reports giving more tours. CEO Fama thanked the Board for approval of the Phase 2 work plan on the Hub and its services and for Alexis Denton's leadership of this next phase. Retaining her ensures continuation of progress and continuity of that work during CEO transition.

9. CORRESPONDENCE & MEDIA:

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

10. ADJOURN: Chair Cappel adjourned the meeting at 8:24pm.

Written by: Voula Theodoropoulos

Approved by: 
Lawrence W. Cappel, Board Chair

Approved by the Board on 3/24/2023