Join Zoom Meeting
https://us02web.zoom.us/j/87604407770
Meeting ID: 876 0440 7770
One tap mobile
+12532158782/ +12678310333

PUBLIC MEETING OF THE BOARD OF DIRECTORS
6:30 PM, Thursday, December 11, 2025
PHCD Classroom, 1819 Trousdale, Burlingame, 94010

AGENDA

1. **Call to Order and Roll Call**

2. **Public Comment on Non-Agenda Items**
   At this time, any person in the audience may speak on any items not on the agenda and any other matter within the jurisdiction of the District. Speakers are customarily limited to three minutes. If you cannot attend the meeting, but would like to offer comments, please email your comments to Voula.theodoropoulos@peninsulahealthcaredistrict.org or visit our website https://www.peninsulahealthcaredistrict.org/public-comment-form , and your comments will be read into the record. Public comments will be taken for each agenda item prior to the Board's consideration on that item.

3. **Report Out From Closed Session: 11/13/2025 & 12/11/2025:** Chairman Cappel

4. **Consent Calendar: ACTION**
   - **a.** Board Meeting Minutes – October 23, 2025 and November 13, 2025 — **Pg. 1-11**
   - **b.** Community Health Investment Meeting Minutes – October 6, 2025 — **Pg. 12-17**
   - **c.** Finance Committee Meeting Minutes – August 12, 2025 — **Pg. 18-21**
   - **d.** Checking Account Transactions – October 2025 — **Pg. 22-26**
   - **e.** Treasurer's Report – October 2025 — **Pg. 27**
   - **f.** Budget Adjustment for Special Initiatives to Fund Food Insecurity — **Pg. 28**
   - **g.** 2026 Board/Committee Meeting Calendar — **Pg. 29**

5. **Business:**
   - **a. Selection of Developer for Affordable Senior Housing Project at 1720, 1730, and 1740 Marco Polo Way:** Lawrence Cappel, Board Chairman — **Pg. 30-34**
   - **b. Presentation of FY' 2025 Audit Report:** Nathan Doty, CPA, JWT & Associates, LLP — **Pg. 35-80**
   - **c. Community Health Investment Committee Grant Recommendations for FY'2026:** Dr. Henry Sanchez, CHIC Vice Chairman, and Ana M. Pulido Chief Executive Officer — **Pg. 81-109**
   - **d. First Reading: Employee Handbook Update:** Ana M. Pulido, Chief Executive — **Pg. 110-234**

Officer

e. **Strategic Plan Update:** Ana M. Pulido, Chief Executive Officer **Pg. 235-264**

6. **Reports:**
   a. **Board Chair and Director Reports**

7. **Adjourn:**

Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District office, 1819 Trousdale, Burlingame during normal business hours. Please call 650-697-6900 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Peninsula Health Care District at least 48-hrs in advance at 650-697-6900.

BOARD OF DIRECTORS MEETING MINUTES Thursday, October 23, 2025 1819 Trousdale Dr. Burlingame, Ca 94010 (Classroom)		
Directors Present Chairman Cappel Vice-Chairman Pagliaro Secretary Sanchez Director Navarro	**Directors Absent** Director Zell	**Also, Present** Members of the Public

1. Call to Order: Chairman Cappel called the meeting to order at 6:29 pm. Roll call attendance was taken. A quorum was present.

2. Public Comment on Non-Agenda Items:

3. Report Out From Closed Session: 9/29/2025 & 10/23/2025:

Chairman Cappel stated that the Board discussed the affordable housing project during the closed session meetings held on 9/29/2025 and 10/23/2025.

4. Consent Calendar:

a. Board Meeting Minutes – August 28, 2025 and September 29, 2025

b. Community Health Investment Meeting Minutes – July 21, 2025

c. Checking Account Transactions – August & September 2025

d. Treasure's Report –August & September 2025

e. FY 2025-2026 Q1 Investment Report

f. FY 2025-2026 Q1 Unaudited Financials

g. Approval of Title Change for the Health & Fitness Specialist and Operations Manager

Motion to Approve Consent Calendar as Presented

Motion: By Director Sanchez; Director Navarro

Vote: Ayes - Cappel, Pagliaro, Navarro, Sanchez

5. Business:

a. California Special Districts Alliance Transparency Certification Renewal: Colleen Haley, Public Affairs Field Coordinator, CSDA (Was not able to attend due to an unexpected emergency.)

b. Senior Affordable Housing RFP and Process for Evaluation: Henry Sanchez, Board Secretary, Rick Navarro, Board Director, and Counsel Chan, Perkins Coie

Affordable Housing Project Overview

- The District is seeking an affordable housing developer to develop a 100 percent affordable senior housing project (Affordable Project) on approximately 2-acres located at 1720, 1730, and 1740 Marco Polo Way.
- On June 18, 2025, the District issued a Request for Qualification and Proposal (RFQ/P) for the Affordable Project.
- The Board provided the community with an overview of the Affordable Project and the RFQ/P process during its regularly scheduled meeting on June 26, 2025.
- The deadline for submitting responses to the RFQ/P was September 26, 2025

Affordable Project Vision and Goals

Key Vision and Goals of the Affordable Project:

- Create senior housing opportunities for a range of seniors living within the District community.
- Targeted to serve those at 80% of AMI or lower.
- Provide onsite health care and social services to support the needs of residents.
- Developer responsible for the operation and maintenance of the completed project.

Key RFQ/P Milestones & Next Steps

- Obtain community input and finalize RFQ/P.
- Obtain responses to RFQ/P from interested developers.
- District reviews responses and interviews interested developers.
- District selects developer (anticipated December 2025).
- District and selected developer to negotiate and enter into an Exclusive Negotiating Agreement (anticipated January – March 2026).

Submission and Evaluation Criteria

Developer Qualifications

- Developer team experience working on comparable projects
- Financial qualifications of interested developer
- Understanding of Affordable Project and development opportunity

Development Concept

- Response demonstrates understanding of District's vision of Affordable Project
- Proposed development strategy

Development Strategy and Timeline

- Identify approvals required from the City to develop the Affordable Project and milestone dates for negotiating ENA and Ground Lease
- Community outreach strategy for project

Financial Proposal

- Detailed financing strategy and project proforma
- Identify potential funding sources, including sources of public financing

Management and Operations Proposal

- Developer's proposal for ongoing on-site operation, maintenance, and management of completed project

Evaluation of Response to RFQ/P

- The District is evaluating a response to the RFQ/P received by the development team of Novin Development Corp and Adobe Housing Development.
- Novin Development Corp was founded in 2013 and describes itself as a "mission-based, affordable housing developer, specializing in multifamily sustainable developments."
- Adobe Housing Development is "a non-profit organization with over 30 years of experience of development and management, that specializes in affordable housing developments with some of the units reserved for households with special needs or that have experienced homelessness."

Key elements in proposal contained in the RFQ/P response:

Developer Qualifications

- Experience developing senior and affordable housing projects in Hayward (80-unit senior project), Fremont (90-unit senior project), Burlingame (69-unit affordable housing), and Santa Clara (80-unit senior project).

Development Concept

- Proposed project would provide approximately 221 total units in two individual buildings
- Target seniors earning 20 – 50% AMI
- Buildings proposed to be 5-stories above a one-story, on-grade podium with parking and community facilities

Development Strategy and Timeline

- Project proposed to be developed in 2 phases
- First phase to commence construction by 2028, completed by 2030
- Second phase to commence construction in mid-2030, completed by 2032

Financial Proposal

- Pursue a combination of federal, state, and local funding sources
- Proposal contemplates a ground lease that would provide a monthly ground lease payment to the District, participation fee, and partnership cash flow

Management and Operations Proposal

- Third-party vendors to provide onsite social services (Adobe Services) and property management services (FPI Property Management).

Discussion

Director Navarro reported that he, Director Sanchez, and CEO Pulido visited the Fremont property, noting it had slightly over 90 fully occupied units with a substantial waiting list. He highlighted accessible design features, including hallway materials suitable for wheelchairs, color-coded wayfinding, laundry on each floor, wide elevators, and secured bicycle storage. He said the building was not perfect but overall, well designed for seniors and he was impressed with the developer's thoughtful solutions.

CEO Pulido stated that the unit they briefly viewed appeared well-presented and well-maintained. She noted that residents carry themselves with pride and dignity, creating a warm and respectful environment.

Director Navarro added that the building also includes many veterans. He acknowledged a few minor maintenance issues but felt the overall design was strong. He said he remained impressed with the developer's expertise in senior housing.

Director Sanchez commented that tenant communication is supported through door clips for notices, meeting the needs of those without technology. He observed positive interactions between staff and residents, a range of community activities, and services including financial guidance and conflict resolution. He added that accessibility features such as wide elevators and good hallway lighting were well considered and that residents appeared happy and engaged.

Public Comments

Laura Hinz stated that she was pleased with the proposal and with the involvement of experienced housing advocate Jan Stokely. She noted that lower affordability levels such as 15 to 20 percent of area median income will meet real community need, unlike 80 percent units that often sit vacant. She added that the proposed lease terms for the District seemed reasonable and encouraged the Board to move forward quickly.

John Ebneter expressed strong enthusiasm that the Board listened to public input and advanced a project that could house more than 220 people in need. He recommended hiring a construction manager to guide the project from bidding through completion, stating that such support is invaluable. He also suggested ensuring accommodations for people with special needs and advised caution regarding the appearance of excessive profit from vulnerable residents.

Karyl Eldridge noted her long interest in the project and said she was impressed by the developer's experience, financial strength, and staffing levels. She emphasized the importance of deeply affordable units since the county is no longer issuing project-based Section 8 vouchers. She stated that parking may become a concern and suggested exploring options such as car share partnerships, shared parking with the hospital, transit passes, and adequate bicycle storage.

Ken Chan stated that publicly owned land is one of the strongest tools available for creating deeply affordable senior housing. He noted that seniors should not depend on luck to age in place and that strong policy decisions improve the entire housing system. He urged the Board to move the project forward, noting its potential to create a significant and positive impact on the community.

Chairman Cappel concluded that the proposal is stronger than previous options and that the Board appears aligned on advancing it. He stated that social service components are already built into the plan and that the process may be streamlined to accelerate progress.

He noted that the District expects to have a contract signed in December and emphasized the importance of demonstrating the District's capability to oversee a project of this scale.

c. Resolution No. 2025-04: Resolution of the Board of Directors of Peninsula Health Care District Finding the Real Property Located at 1720 Marco Polo Way, 1730 Marco Polo Way, and 1740 Marco Polo Way in the City of Burlingame to be Exempt Surplus Lands Pursuant to Government Code Section 54221(f)(1)(N): Ana M. Pulido, Chief Executive Officer, and Mark Hudak, Legal Counsel

Counsel Hudak stated that there is a multi-step process that each public agency must follow if it wants to transfer, lease, or sell public land. He explained that part of this process involves determining whether the land is considered exempt and surplus, or if it must first be offered to other government agencies and housing developers.

He said that this project is believed to qualify as exempt surplus because it furthers the District's own values and mission. Counsel Hudak mentioned that they approached housing and community development at the state level, which provided a preliminary determination agreeing that the land is exempt surplus and that they can proceed.

He added that the next step is for the Board to pass a formal resolution declaring the land as exempt surplus. Once approved, they will sign the resolution and send it to HCD for confirmation. He noted that Michelle Chan and he worked on drafting a detailed resolution to ensure all the necessary information is included, and that the resolution is ready for the Board's consideration.

Motion to Approve Resolution No. 2025-04: Resolution of the Board of Directors of Peninsula Health Care District Finding the Real Property Located at 1720 Marco Polo Way, 1730 Marco Polo Way, and 1740 Marco Polo Way in the City of Burlingame to be Exempt Surplus Lands Pursuant to Government Code Section 54221(f)(1)(N).

Motion: By Director Sanchez; Vice -Chairman Pagliaro

Vote: Ayes - Cappel, Pagliaro, Navarro, Sanchez

d. Approve Resolution 2025-05 for Emergency Repairs to Roof at The Trousdale: Ana M. Pulido, Chief Executive Officer, and Mark Hudak, Legal Counsel

Counsel Hudak stated that the District twice attempted to bid the Trousdale repair work, receiving no bids the first time and one bid the second time that was more than double the engineering estimate. He explained that delays have pushed the project into the rainy season. He said the District does not want to spend additional months on another bidding cycle that may produce the same result. He explained that the Board may declare an emergency, which requires unanimous (4 board members) agreement, allowing the CEO to

solicit a few proposals through an RFP process, enter into a contract with Board chair review for oversight, and then report back in December.

Motion to Approve Resolution 2025-05 for Emergency Repairs to Roof at The Trousdale

Motion: By Director Sanchez; Vice-Chairman Pagliaro

Vote: Ayes - Cappel, Pagliaro, Navarro, Sanchez

6. Reports:

a. Board Chair and Director Reports

Director Navarro reported that the CHIC Committee's work is progressing, the proposals and software have been selected, and the committee will begin reviewing applicants next week.

- 10/6 Community Health Investment Committee Meeting

CEO Pulido stated that the District received a Certificate of Transparency from the California Special Districts Association, recognizing its transparency efforts.

7. Adjourn: 7:08 PM

BOARD OF DIRECTORS MEETING MINUTES Thursday, November 13, 2025 1819 Trousdale Dr. Burlingame, Ca 94010 (Classroom)		
Directors Present Chairman Cappel Vice-Chairman Pagliaro Secretary Sanchez Director Zell Director Navarro	**Directors Absent**	**Also, Present**

1. Call to Order: Chairman Cappel called the meeting to order at 6:29 pm. Roll call attendance was taken. A quorum was present.

2. Public Comment on Non-Agenda Items: No public comments offered

3. Business:

a. Board Interview with Potential Developers of Affordable Senior Housing Project: Lawrence Cappel, Board Chairman, and Ana M. Pulido, Chief Executive Officer

The Board interviewed representatives from the development team regarding the proposed Senior Commons project, with the presentation led by Ryan Querubin of Novin Development, Jon White, Chief Real Estate Officer for Abode Housing Development, and Patricia Centeno, Principal at BAR Architects.

Proposal Presentation Highlights

- Project scope includes a 221-unit affordable senior housing development built in two phases, with 115 units in Phase 1 and 106 units in Phase 2.
- Site location is identified as a high resource area, providing advantages for tax credit scoring.
- Entitlement strategy utilizes SB 35 to streamline project approval.
- Financing structure combines federal tax credits with City, County, and State HCD funding.

- Project vision focuses on delivering senior affordable housing that fits the surrounding neighborhood and supports Burlingame residents.
- Sustainability priorities emphasize energy conservation, energy reduction, and resident health.
- Development model uses vertical integration that combines development, property management, and social services through Abode Services.
- Project goal targets a double bottom line of financial feasibility and long-term housing retention.
- On-site resident services aim to support stability and well-being through offerings such as case management, financial literacy, cooking classes, job training, and addiction recovery support.

Discussion

- Reviewed questions on parking ratios; developer stated ratios are adequate for senior and special-needs housing.
- Discussed potential acceleration of the two-year construction timeline; developer noted funding cycles prevent shortening it.
- Reviewed veteran-priority options; developer stated a preference can be added but strict prioritization requires specific funding.
- Discussed design along the utility easement; current plans now include windows and views.
- Covered potential moisture and mold concerns; developer cited material choices intended to prevent such issues.
- Discussed integration of resident services; developer outlined a vertically integrated property-management and services model.
- Reviewed AMI levels and estimated rents (20–50% AMI; approx. $500–$1,200).
- Discussed concerns about the six-story height due to helicopter flight path; developer noted height could be reduced with fewer units.
- Covered Board expectations regarding affordability, design improvements along the easement, priority construction of Building B, and desire for clearer timelines.
- Reviewed limitations on guaranteeing construction timelines due to competitive funding cycles.
- Noted overall financing challenges given high application volumes.
- Reviewed unit mix and sizing; two-bedroom share aligns with RFP and preliminary sizes were provided.
- Discussed additional height concerns including potential FAA issues and neighborhood opposition; developer noted SB 35 streamlines entitlement.

- Covered concerns about possible loitering; developer described outreach and strict lease enforcement.
- Reviewed land-ownership impacts on financing; exempt-surplus public land improves tax-credit scoring.
- Noted developer openness to either land sale or long-term ground lease.
- Acknowledged update that exempt-surplus determination is nearly complete.
- Concluded with intent to begin negotiations by December.

b. Study Session/Town Hall to Discuss Senior Affordable Housing Project with Residents and Interested Parties: Lawrence Cappel, Board Chairman, and Ana M. Pulido, Chief Executive Officer

The Board discussed the scheduling of a Town Hall meeting, tentatively proposed for December 8th.

Discussion

- Reviewed concerns about holding a town hall prematurely; it was noted that presenting concepts before refining key design elements such as building height and treatment of the utility easement could create unnecessary community concern.
- Discussed the need for additional clarity on core project details before presenting the concept to the public.
- Reviewed potential timing options for the town hall, including moving it to spring.
- Covered the project's two-step process involving selection of a developer to negotiate the ground lease, followed by design refinement; it was noted that selecting a developer in December, contingent on successful lease negotiations, allows design details to be shaped with further community engagement.
- Reviewed the plan to agendize developer selection for December and the decision to postpone the town hall until essential information such as FAA regulations and building height is resolved so the public receives an accurate update.

c. Proposed Funding to Help Alleviate Food Insecurity: Ana M. Pulido, Chief Executive Officer

- Reviewed a proposal to allocate approximately $317,000 to nonprofit partners to address food-insecurity gaps resulting from federal funding cuts and federal government shutdown.
- Discussed support for the allocation due to ongoing delays in SNAP benefit restoration and the immediate needs of seniors and families.

- Reviewed questions about the timing of fund distribution; it was confirmed that immediate release would allow organizations to purchase food without delay.
- Covered general support for the effort but it was noted that there were concerns about funding designated for vehicle purchase within the proposal.
- Reviewed objections that the full proposal may be excessive now that the immediate crisis has eased, including suggestions to reduce the allocation to $250,000 and direct funds solely to nonprofits with full flexibility in use.
- Discussed concerns that some organizations might treat the funds as surplus and emphasized the need for strict accountability and documentation to ensure funds address actual needs.
- Reviewed assurances that all funding releases require an MOU, as under the District's grants program, obligating recipients to report on expenditures and the number of individuals served.

Motion to Approve Proposed funding to Help Alleviate Food Insecurity

Motion: By Director Sanchez; Director Navarro

Vote: Ayes - Cappel, Pagliaro, Navarro, Sanchez

Abstained – Zell

4. Adjourn to Closed Session: 12:20 PM

Community Health Investment Committee

10/6 Meeting Minutes

1. Call to Order: Chairman Navarro called the meeting to order at 5:05 p.m. CHIC members present were Navarro, Sanchez, Baker, Neider, Miran, Mitchell, Jue, and Martinez.

2. Review & Approval of Minutes: July 21, 2025

3. Impact Partners Program: Stanford Teen Van

CEO Pulido opened the discussion, reminding the committee that a decision on the Stanford Teen Van's three-year funding request had been deferred at the previous meeting. The delay allowed time for the committee to review the organization's most recent 990 form, as requested by Mr. Neider, to consider whether the organization, given its significant financial resources, required District support.

Mr. Martinez spoke in favor of approving the request. He emphasized the Teen Van's strong track record, its trusted presence within school communities, and its unique role in providing accessible care. He also noted that Stanford has recently experienced layoffs, indicating that the organization is not immune to financial challenges. Mr. Martinez cautioned that withholding funding could jeopardize a vital community program.

Director Sanchez expressed support for the program but recommended funding it at the previous level of $185,000 per year rather than the requested $200,000.

Ms. Miran, referencing her review of the 990 form, concurred with Mr. Martinez's comments. She highlighted the Teen Van's essential role in establishing trust with youth and connecting them to the healthcare system, noting that no comparable service exists. She supported the compromise to fund at the prior level of $185,000.

Dr. Jue asked whether there had been any substantive changes since the District last approved funding three years ago. She underscored the importance of maintaining a proven partner within schools.

CEO Pulido added that April Torres, Director of Mental Health for the San Mateo Union High School District, has been a strong advocate for the Teen Van's presence in schools, reflecting a longstanding and trusted relationship.

Motion: To approve renewal funding for the Stanford Teen Van at $185,000 per year for three years.

Vote: All in favor.

Outcome: Motion approved.

4. Community Grants Program: Letters of Interest

A. Review Grid & Discussion

LOI Review Criteria

- Alignment with PHCD Vision, Grant Program Focus Areas & Priorities
- Provide direct service in an area not currently met by District programs
- Strong rationale and significance of proposed work
    - Data driven, evidence-based
- Program Approach
    - Existing Funding or Partnerships
- Impact on District Residents
    - # and % Served
- Improvement in Health Outcomes Defined & Metrics Reporting
- Budget
    - Projected served in context of requested amount; Within request parameters

LOI Submissions: A total of 46 LOIs were received: 21 from two-year invited organizations, 18 from one-year returning organizations, and 7 from new applicants.

Pre-Screening

LOIs received	Grant Requests	Yes	Tentative	No	Amount Requested Yes
Two-year, 21	$1,028,355	17	1	3	$868,500

One-year, 18	$986,346	14	2	2	$741,346
One-year, 7	$365,000	6	-	1	$295,000
Total:					**$1,904,846**

B. Organizations to Move Forward to Full Application Phase

Pre-Screening - Two-year, invited

1. AbilityPath - Pathways to Health and Wellness

2. Boys & Girls Club of the Peninsula - Youth Fitness and Wellness Programs

3. Breathe California - Seniors Breathe Easy

4. Caminar - Medication Assistance Program

5. First 5 San Mateo County - Help Me Grow San Mateo County

6. Foster City Village - Buddy Connection/ General Expenses/ Silver Scholarships

7. Fresh Approach - Knowledge into Action: Expanding Nutrition and Food Access in the District

8. Jewish Family and Children's Services - Center for Dementia Care (a program of JFCS' Seniors At Home)

9. LifeMoves – BehavioralMoves

10. Peninsula Bridge - Mental Health Wellness Program

11. Peninsula Family Service - Peer Counseling (Older Adult Services)

12. Peninsula Jewish Community Center - Pink Power @ the PJCC

13. Peninsula Volunteers - Meals on Wheels

14. Peninsula YMCA - Community as Medicine (CAM)

15. San Mateo Police Activities League - Promoting Healthy Futures

16. Second Harvest - Alleviate hunger by providing nutritious foods to low-income residents of San Mateo, Foster City, Millbrae, San Bruno, and Burlingame

17. Villages of San Mateo County - A Village Experience: Reimagining Aging through Connection, Purpose, and Mutual Support

Total: $868,500

Pre-Screening - One-year, returning

1. AnewVista Community Services - Tech Fluent Seniors: Modern Skills for a Healthy, Connected Life

2. Bay Area Community Health Advisory Council (BACHAC) - Community Mammograms, Breast Cancer Prevention Education, and Community Health Village Screenings

3. Burlingame Parks & Recreation - Let the Sunshine In

4. California Scottish Rite Foundation - RiteCare Childhood Language Center of Burlingame

5. CALL Primrose - Community Pantry

6. Community Overcoming Relationship Abuse (CORA) - Family Centered Mental Health Program

7. Each Green Corner - Living Campus Program

8. Healthier Kids Foundation - HearingFirst

9. Heart & Soul - HOPE/Total Wellness

10. Kara - Bereavement Support, Grief Education, and Crisis Response

11. MELP/Able Closet - Free Durable Medical Equipment For All

12. One Life Counseling Center - Free and Low-Fee Child-Parent Psychotherapy for Children 0-12 and Their Families

13. San Mateo County Health Foundation - Caring Hands in Health

14. The HEAL Project - San Mateo County Farm Field Trip Program

Total: $**741,346**

Pre-Screening - One-year, new

1. Coastside Adult Day Health Center - Aging in Place

2. Felton Institute - San Mateo Suicide Prevention Mental Health Pre and Postvention

3. Chinese Community Health Resource Center - Holistic Healthy Aging Initiative

4. GiveThx - Reducing Youth Toxic Stress in PHCD Schools

5. Ravenswood - RFHN's Health Education and Prevention Programs

6. We Make it Better - Senior Saturdays- Making you Matter!

Total: $295,000

Discussion of Tentative Applications

The committee reviewed three two-year grantees with strong performance histories: Edgewood, CASA of San Mateo County, and Vista Center for the Blind—whose Letters of Intent raised concerns about the requested funding levels. The committee recommended moving forward with these applications once the applicants provide revisions and additional clarification regarding their funding requests.

5. Next Steps and Important Dates

A. Key Application Dates

- Full Grant applications due Mon., October 27 by 11:59 pm
- Committee Review period online Wed., October 30 – Wed., November 12
- Completed Reviews on Zengine By Wed., November 12 at 12Noon
- Committee in-person grant review Mon., November 17, 2025
- Board of Directors approval Thurs., December 11, 2025

Process Enhancements:

• Committee members will receive access to a Google Drive folder with prior years' applications and 990 forms for historical reference.

• After completing their formal review in Zengine, members will enter their final recommended funding amounts and brief rationales for each applicant into the spreadsheet.

Discussion

Director Sanchez asked about the available grant funds compared to the total requested amounts.

CEO Pulido explained that organizations requested about $2.04 million, with roughly $1.9 million available.

Mr. Neider asked for confirmation that reviewers would have access to sufficient historical and financial data, emphasizing the need for current and past 990s and applications to understand changes in organizational stability.

SID Rodriguez confirmed that both current and prior 990s and applications would be included in the shared Google Drive folder for reference.

Mr. Martinez asked about new community needs since the last meeting and the impacts of StarVista's drop-in center closure.

CEO Pulido reported that StarVista identified a gap in family support, prompting the allcove center to launch a new peer group for families.

SID Rodriguez highlighted food insecurity as another major concern, noting that partners like Call Primrose and Second Harvest are facing funding cuts, forcing them to purchase more food and increase their budget requests.

B. Next Community Health Investment Committee Meeting

- Monday, November 17, 2025: Review, Discuss, and Make Grant Recommendations for Board Consideration at December Board Meeting

6. Adjournment: 6:18 PM

FINANCE COMMITTEE MEETING
Minutes
August 12, 2025

1. **Call to Order:** The meeting was called to order by **Chair Sanchez** at 4:03 pm.

2. **Roll Call:** Present: Chair Sanchez, Vice-Chair Cappel, CEO Pulido, CFO Yee, Member Revelo, Member Angelopoulos, Member Martinez.

3. **Approval of Minutes** from May 12, 2025

   It was moved by Vice-Chair Cappel and seconded by Member Martinez to approve the Minutes from May 12, 2025. The motion passed 6/0/1/0. Ayes: Chair Sanchez, Vice-Chair Cappel, CEO Pulido, CFO Yee, Member Angelopoulos, Member Martinez. Abstain: Member Revelo.

4. **City National Bank** – Robert Meckstroth, Senior Portfolio Manager

   Mr. Meckstroth provided an overview of the District's investment portfolio and performance.
   - The Federal Reserve is expected to cut interest rates two to three times this year, with the first cut expected for September.
   - Mandate from District is conservative fixed income – 95% fixed, 5% cash
   - Average Maturity of the portfolio is 1.90, and Yield to Maturity is 3.87%
   - There was a growth in the portfolio in the last few years, from 2023 to 2025
   - 2022 saw a slight dip in the portfolio due to rising interest rates, but it rebounded when the bonds matured.
   - Short-Term High-Quality Bonds (1-2 years) to minimize interest risk
   - Total additions in the last 6 months are $4,500,000.
   - Annual Estimated Income $901,822
   - Ending value at July 31st is $25,716,412

   Q&A with **Mr. Meckstroth**:
   - ***Chair Sanchez*** *asked, "What is the difference between Actual Portfolio and Tactical Allocation?"*

   Actual is what the District owns, and Tactical is where the District wants to be. Typically, the investment will be between 90% and 100%, with the remainder held in cash as the bonds mature.
   - ***Chair Sanchez*** *asked if the standard deviation is normal.*

   Yes, current interest rates are around 4% and the standard deviation is +/- 3%.
   - ***Member Martinez*** *asked if the excess cash is earning interest.*

   Yes, it's at 4%. However, when the Fed lowers the interest rates, the bonds will be in a stronger position.
   - ***Member Angelopoulos*** *questioned whether the foreign bonds are paid in US dollars.*

   There is only one, and it does pay in dollars.
   - ***Member Angelopoulos*** *asked how quickly cash is deployed upon the maturity of a bond.*

A fixed asset team monitors and assesses the optimal timing for reinvesting the funds. Sometimes cash is held because the team believes the rates will be higher in a few more days.

- ***Member Angelopoulos*** *asked if the bonds are typically purchased at auction or in the secondary market.*

Normally, secondary, because you can find exactly what you're looking for, the yield and maturity.

Mr. Meckstroth commented that the District's portfolio strategy is very conservative, with a limited ability to take on more risks and a 3-year limit. There is also the option to purchase corporate bonds; therefore, the current allocation is 94% government bonds and a small number of corporate bonds. Last year, the District benefited from the higher interest rate environment, achieving a net return of 4.31% after fees. Bonds had a slightly higher return than cash last year. The economy has little impact on the portfolio, given its conservative strategy, unless there are significant movements in interest rates, which he doesn't expect to occur. He also provided a brief overview of Sonrisas portfolio.

5. **Sonrisas FY25 Performance and FY26 Budget –** Tracey Fecher, CEO

Ms. Fecher presented the FY25 performance and outlook for FY26.

- Income for FY25 was $450K, better than the expected loss of $230K
- YTD visits were 1,000 short of the 15,000 budgeted visits due to vacancies in provider positions and unpaid time off.
- Lost FQHC contract due to misunderstanding and misalignment between the two organizations, and converted the visits to HPSM visits
- HPSM pays around $200 per visit, vs. the FQHC contract, which pays $360 per visit
- Served over 5600 PHCD resident visits – 82% were low income
- Screened 4200 children at priority schools across the County – 1500 are within the District
- Partnered with HPSM to bill for care coordination (Community Health Worker)
- Piloted program for children with disabilities and special health care needs in partnership with AbilityPath.
- $384K in individual and corporate giving for FY25 – exceeding goal by 10%
- $800K in PHCD funds
- $839K raised for the Pescadero RV mobile unit – to be opened in a year, serving eight visits per week, then increasing to 45-50 visits
- 63% increase in fundraising revenue from two years ago
- In-kind donations increased by over 45%
- FY26 operations projects include a cybersecurity project plan, refocus on fee-for-service, patient revenue cycle improvements, and special needs dentistry
- FY26 fundraising: 25th anniversary, fortify grant funding, and corporate engagement through volunteer opportunities
- FY26 outreach: CHW billing fully implemented and growing special needs program
- FY27 Tobacco Tax incentives to go away
- HPSM rates will increase by 20%
- FY26 Budget Visits 15,875, compared to FY25's 15,984, due to difficulties in hiring a Saturday provider.
- FY26 FTE reduced from 34.2 to 32.4, 3% Merit Increase Pool, and No COO admin position
- FY26 School and Senior screening to increase by 300
- No $800K funding from PHCD in FY26 due to a rescission in the contract
- Current cash & investment is approx. $2M

Q&A with **Ms. Fecher**:

- ***Member Revelo*** *asked if the unpaid leave was more of an aberration.*

The forecast model does include staff time off. Starting July 1st, Sonrisas implemented an unpaid time-off policy, where staff members cannot take more than two weeks of unpaid time throughout the year. However, several providers and hygienists will take a three-week vacation without having any PTO. It is challenging to hire a hygienist, especially after the pandemic, so they have the opportunity to pick and choose which job they want.

- ***Member Revelo*** *questioned if Ms. Fecher sees the candidate pool for hygienists increasing in the future.*

Hiring hygienists will continue to be a challenge. The only leverage Sonrisas has is the pay, work environment, and the ability to provide more flexibility.

- ***Member Martinez*** *asked what amount of fundraising is considered a stable base.*

Some grants are 2-3 years in duration, and some funders have a long-term relationship with Sonrisas. However, the funder may announce that they are changing their strategy and will provide less funding, allowing Sonrisas to begin planning. Fundraising involves a comprehensive forecasting process and continuous research into the probability of existing funders and new opportunities.

- ***Member Martinez*** *commented that the current loss is not sustainable. What are the different strategies Sonrisas is pursuing for a better prospect?*

Sonrisas has looked at being acquired by a Federally Qualified Health Center, which would provide better per-visit rates. However, the decision was made not to be acquired at this time, so FY26 will be a rebuilding and a transition year to see if Sonrisas can improve and also generate more revenue through the Fee-For-Service model.

- ***Member Angelopolos*** *asked if there is an increase in materials post-tariffs.*

No, there hasn't been any material increase. The last significant increase was during the pandemic, including equipment, installation, and maintenance. Those prices never came down except for PPEs.

6. **<u>FY 24-25 Year-End Consolidated Financials</u>** – CFO Yee

CFO Yee provided a brief overview of the FY25 year-end performance.

- Tax revenues were $10,380,538, better than the budget by $1.3M
- Revenue for The Trousdale was lower than budget due to less occupancy – 84% vs. 93%
- Sonrisas' revenue is down because they had fewer visits due to having fewer providers.
- Sonrisas had a $1M increase in contributions, mainly from fundraising efforts for the Pescadero RV mobile clinic
- Allcove received a service contract during the year that generated $1.2M in income.
- Total Revenue performed better than the budget by $1.6M
- $1M Savings in Community Health Investment funds, mainly from the targeted prevention, new research & development program, and the PWC project.
- $ 800,000 in funding to Sonrisas during the year.
- The Trousdale rent assistance program during the year was $89K
- Increases in Sonrisas legal and IT expenses due to the data breach
- Total expenditure was better than the budget by $3.2M
- Net income is $9.4M, better than the budget at $4.8M

Q&A with **CFO Yee**:

- ***Chair Sanchez*** *asked what the cost of the search firm was for the Sonrisas CEO position.*

The cost of the search firm is not in the current financials. The total cost is expected to exceed $30,000.

- ***Member Martinez*** *asked if Sequoia's new clinic is in the same territory as the San Mateo clinic?*

CEO Pulido responded that some of Sonrisas' current patients who live within the Sequoia district boundaries and near the Redwood City Clinic would naturally transfer there. This shift would free up capacity at the San Mateo Clinic, allowing it to accommodate more patients as additional space becomes available.

CFO Yee commented that Sonrisas will be losing its grant from Sequoia, which is approximately $500K in FY27. Sonrisas receives around $1.1 million in grants and contributions each year, excluding the $ 800,000 from PHCD. It would be very challenging to raise the $500,000 in fundraising.

The Committee had a robust discussion. **Vice-Chair Cappel** commented that there is a need to improve cybersecurity measures and internal operations at Sonrisas. Sonrisas is an excellent program and a valuable asset to the community; however, the challenge lies in making it sustainable. Hopefully, with the new CEO, they can achieve that.

7. **Future Agenda Items**
   - Quarterly Financial Review
   - Draft Audited Financials Report Review

The next meeting was moved to November 18th due to Veterans' Day.

Adjournment: Chair Sanchez adjourned the meeting at 5:15 pm.
Written by Vickie Yee, CFO

Approved by: The Finance Committee 11/18/2025

Peninsula Health Care District
Checking Transactions
October-25

Date	Description	Deposit	Withdraw
Admin			
10/1/2025	BHRS - County of San Mateo	41,666.67	
10/1/2025	County of San Mateo	5,091.51	
10/2/2025	Heritage Bank Credit Card Payment		229.99
10/2/2025	CalPERS Pension		7,698.31
10/2/2025	Heritage Bank Credit Card Payment		1,707.40
10/2/2025	Burlingame Chamber of Commerce		6,000.00
10/2/2025	Parent Venture		32,500.00
10/2/2025	Lawrence Cappel		1,300.00
10/2/2025	Amazon Capital Services, Inc.		143.88
10/2/2025	First Citizens Bank & Trust Co:1833296		327.78
10/2/2025	Henry Sanchez		500.00
10/2/2025	Streamline		150.00
10/3/2025	The Hartford		487.17
10/8/2025	EDD		4,108.53
10/9/2025	PURCOR Pest Solutions		104.74
10/9/2025	Premysis Technologies		97.35
10/9/2025	Iron Mountain		1,021.68
10/9/2025	KBA Document Solutions, LLC		79.25
10/9/2025	Rotary Service Fund of Burlingame		2,500.00
10/9/2025	American Cancer Society		1,500.00
10/9/2025	Community Initiatives (Hep B Free FSP 6192)		2,000.00
10/9/2025	Amazon Capital Services, Inc.		33.90
10/9/2025	Peninsula Volunteers, Inc		12,700.00
10/9/2025	JWT & Associates, LLP		11,025.00
10/9/2025	Frank Pagliaro		773.78
10/9/2025	Recology		98.38
10/9/2025	Ricardo Navarro		393.59
10/9/2025	Voler Strategic Advisors Inc.		8,000.00
10/9/2025	Amazon Capital Services, Inc.		31.19
10/9/2025	Comcast		499.44
10/9/2025	Best Best & Krieger, LLP		1,290.00
10/9/2025	Bay Alarm		323.34
10/9/2025	Streamline		698.00
10/9/2025	Precision Digital Networks		3,507.00
10/9/2025	PG&E		429.16
10/10/2025	Paychex		222.62
10/10/2025	Paychex		85.00
10/14/2025	FSA Payment		59.61
10/14/2025	California Public Employees Retirement		14,774.70

Date	Description	Deposit	Withdraw
10/14/2025	Paychex Payroll 10/15/25		41,065.25
10/14/2025	Payroll Taxes 10/15/25		22,320.73
10/15/2025	Workers Compensation Insurance Payroll		178.82
10/16/2025	Mark D. Hudak		2,520.00
10/16/2025	Millbrae Lock		279.90
10/16/2025	Amazon Capital Services, Inc.		63.80
10/16/2025	FSA Payment		40.45
10/17/2025	CalPERS Pension		7,008.08
10/20/2025	FSA Payment		21.57
10/20/2025	Paychex taxes adjustment		0.01
10/21/2025	County of San Mateo	41,666.67	
10/21/2025	Paychex		129.00
10/22/2025	FSA Payment		101.31
10/22/2025	CalPERS Pension		609.36
10/23/2025	J & E Pro Cleaning and Handy Services		1,485.00
10/23/2025	Amazon Capital Services, Inc.		42.52
10/23/2025	Primo Brands		54.94
10/23/2025	JWT & Associates, LLP		13,125.00
10/23/2025	Heritage Bank - Monthly Fee		228.76
10/23/2025	AT&T		820.41
10/28/2025	FSA Payment		5.00
10/29/2025	FSA Payment		35.10
10/30/2025	County of San Mateo-	389,778.59	
10/30/2025	CalPERS Pension		6,544.19
10/30/2025	Payroll Taxes 10/31/25		26,222.56
10/30/2025	Amazon Capital Services, Inc.		22.45
10/30/2025	U. S. Bank Equipment Finance		272.09
10/30/2025	GRSee Consulting, Inc.		2,750.00
10/30/2025	Sandie Arnott, San Mateo County Tax Collector		678.00
10/30/2025	California Special Districts Association		10,225.00
10/30/2025	Comcast		499.44
10/30/2025	First Citizens Bank & Trust Co:1833296		327.78
10/30/2025	Henry Sanchez		400.00
10/30/2025	Paychex Payroll 10/31/25		44,698.20
10/31/2025	Workers Compensation Insurance Payroll		189.09
		478,203.44	**300,364.60**

allcove

10/2/2025	Heritage Bank Credit Card Payment		2,135.98
10/2/2025	AT&T		228.30
10/2/2025	First Citizens Bank & Trust Co:1833296		277.35
10/2/2025	SC Property Management		33,017.00
10/3/2025	Health Plan of San Mateo Claim	600.00	
10/9/2025	Pro-Found Social Impact Group LLC		9,902.50
10/9/2025	Amazon Capital Services, Inc.		19.26
10/9/2025	Precision Digital Networks		987.00

Date	Description	Deposit	Withdraw
10/9/2025	One Life Counseling Center		22,676.00
10/9/2025	Premysis Technologies		49.37
10/16/2025	Bomic, Inc.		3,637.06
10/16/2025	Mark D. Hudak		1,080.00
10/16/2025	Lucile Packard Children's Hospital at Stanford		5,040.00
10/16/2025	U. S. Bank Equipment Finance		301.50
10/16/2025	Shamrock Office Solutions LLC		299.99
10/16/2025	Amazon Capital Services, Inc.		101.14
10/16/2025	American AED		143.55
10/16/2025	Color Print		302.57
10/16/2025	Lucile Packard Children's Hospital - Lease	706.33	
10/16/2025	Lucile Packard Children's Hospital - Lease	1,950.00	
10/17/2025	Health Plan of San Mateo Claim	451.98	
10/23/2025	Amazon Capital Services, Inc.		80.70
10/23/2025	Sybrid Global LLC		350.00
10/23/2025	Jefferson Union High School District		5,693.42
10/23/2025	Primo Brands		132.84
10/23/2025	Aragon Drama Boosters		300.00
10/23/2025	Precision Digital Networks		1,134.00
10/24/2025	Athenahealth, Inc.		525.00
10/24/2025	Health Plan of San Mateo Claim	325.99	
10/30/2025	AT&T		228.30
10/30/2025	Mills High School Drama		200.00
10/30/2025	Amazon Capital Services, Inc.		40.84
10/31/2025	Interest	63.00	
		4,097.30	**88,883.67**

Health Fitness

10/2/2025	Heritage Bank Credit Card Payment		534.66
10/2/2025	Vestis		190.01
10/2/2025	LDVALI LLC		150.00
10/2/2025	Izabela Rapacz		1,537.04
10/2/2025	Amazon Capital Services, Inc.		580.28
10/9/2025	Caroline Foley		575.00
10/9/2025	Via Heart Project		350.00
10/9/2025	Izabela Rapacz		1,895.78
10/9/2025	Tiffany Ngo Arroyave		75.00
10/9/2025	Carolyn Kelly		275.00
10/9/2025	Vestis		190.01
10/9/2025	Amazon Capital Services, Inc.		169.37
10/9/2025	PG&E		1,830.09
10/9/2025	Recology		106.16
10/9/2025	Gym Doctors		284.12
10/9/2025	Streamline		100.00
10/9/2025	Precision Digital Networks		174.00
10/10/2025	Mindbody Merchant Processing		543.87

Date	Description	Deposit	Withdraw
10/16/2025	A+Live Scan		536.00
10/16/2025	U. S. Bank Equipment Finance		81.61
10/16/2025	360 Fitness Superstore		5,844.17
10/16/2025	Vestis		190.01
10/16/2025	Amazon Capital Services, Inc.		594.88
10/16/2025	AT&T		490.90
10/23/2025	J & E Pro Cleaning and Handy Services		2,300.00
10/23/2025	Bay Alarm		143.00
10/23/2025	Amazon Capital Services, Inc.		651.59
10/23/2025	Carlos Wharton		2,027.99
10/23/2025	Vestis		190.01
10/23/2025	123 Awards		637.22
10/23/2025	Gloria Velez		9.07
10/23/2025	Carmela Anilao		75.00
10/23/2025	LDVALI LLC		150.00
10/23/2025	KBA Document Solutions, LLC		255.63
10/30/2025	Amazon Capital Services, Inc.		473.35
10/30/2025	City of Burlingame Water Dept		8.00
10/30/2025	City of Burlingame Water Dept		402.70
10/30/2025	Vestis		190.01
10/31/2025	Health and Fitness Member Payment	21,346.04	
10/31/2025	Interest	28.13	
		21,374.17	**24,811.53**
Leasing			
10/2/2025	SMRWC		2,705.53
10/2/2025	Ralph Barsi		2,000.00
10/2/2025	PG&E		3,492.45
10/9/2025	JAMS, Inc		550.88
10/9/2025	Recology		424.65
10/9/2025	Bay Alarm		324.12
10/9/2025	Bleyle Elevator, Inc		95.00
10/9/2025	Ralls Gruber & Niece LLP		6,428.25
10/9/2025	Recology		681.42
10/9/2025	PURCOR Pest Solutions		555.63
10/16/2025	Avelar		58,676.66
10/16/2025	Burlingame Therapeutic Associates	279.90	
10/16/2025	Patricia Dugoni, CPA	2,400.00	
10/16/2025	Eugene Kita, DDS	1,609.89	
10/16/2025	Ross Williams, DDS	2,083.19	
10/16/2025	One Life Counseling Service	1,472.90	
10/16/2025	Zoya Galant, DDS	2,403.61	
10/16/2025	Carol Tanzi & Associates	500.00	
10/16/2025	Chicago Title Company	288.58	
10/16/2025	April Lee, DDS	2,870.73	
10/16/2025	Ability Path	10,000.00	

Date	Description	Deposit	Withdraw
10/16/2025	Burlingame Therapeutic Associates	2,896.15	
10/16/2025	Ability Path	6,832.18	
10/16/2025	Applied Orthotics & Prosthetics	5,936.00	
10/16/2025	Bay Area Foot Care	3,224.00	
10/16/2025	Sandie Arnott, San Mateo County Tax Collector		9,450.40
10/23/2025	Sandie Arnott, San Mateo County Tax Collector		3,061.00
10/23/2025	J & E Pro Cleaning and Handy Services		3,837.06
10/23/2025	Perez Plumbing		450.00
10/23/2025	Zone 4 Construction Inc.		6,170.00
10/23/2025	GM Construction		6,400.00
10/30/2025	Sandie Arnott, San Mateo County Tax Collector		10,035.48
10/30/2025	Ralph Barsi		2,000.00
10/31/2025	Interest	169.69	
		42,966.82	**117,338.53**
PWC			
10/9/2025	Streamline		100.00
10/16/2025	Mark D. Hudak		1,530.00
10/16/2025	Sandie Arnott, San Mateo County Tax Collector		1,978.00
10/31/2025	Interest	15.11	
		15.11	**3,608.00**
Trousdale			
10/1/2025	Heartland Merchant Account		113.45
10/1/2025	Trousdale Tenant Chargeback		12,104.00
10/2/2025	Eskaton Properties Inc		587,271.45
10/7/2025	Trousdale Tenant Deposit	113,220.88	
10/7/2025	Trousdale Tenant Deposit	10,000.00	
10/9/2025	Trousdale Tenant Chargeback		15,313.00
10/9/2025	Eskaton Properties Inc		108,712.96
10/15/2025	Trousdale Tenant Deposit	283,676.39	
10/15/2025	Trousdale Tenant Deposit	10,000.00	
10/21/2025	Trousdale Tenant Deposit	733,120.83	
10/22/2025	Trousdale Tenant Chargeback		11,610.00
10/24/2025	Fund TRF from Trousdale to CNB		2,000,000.00
10/24/2025	Trousdale Tenant Deposit	111,870.14	
10/30/2025	Eskaton Properties Inc		591,797.76
10/31/2025	Interest	614.18	
10/31/2025	Trousdale Tenant Deposit	5,000.00	
10/31/2025	Trousdale Tenant Deposit	21,694.97	
		1,289,197.39	**3,326,922.62**

Peninsula Health Care District
Treasurer's Report
October 31, 2025

Preliminary - subject to change

STATUS OF CURRENT YEAR TAX REVENUES

	Total As Of 10/31/25	Estimated FY 25-26 Tax Revenue
	$ 406,852	**$ 9,300,000**

Board Designated Invested Funds

	Rate Last QTR	Fees Paid Fiscal YTD	Cost Basis 9/30/25	Cost Basis 10/31/25	Market Value 10/31/25
Bridge Bank - 6mos CD (mature 1/29/26)	3.900%		3,335,355	3,335,355	3,335,355
Fiduciary Trust	3.740% *	2,149	1,854,196	1,858,551	1,860,337
City National Bank	3.742% *	9,614	25,588,370	27,673,455	27,867,105
Local Agency Investment Fund	4.240%		6,420,199	6,420,199	6,420,199
San Mateo County Pool Investment	3.852%		3,895,710	3,933,550	3,933,550
			41,093,831	**43,221,111**	**43,416,547**

* Yield to maturity

DATE: December 11, 2025

TO: PHCD Board of Directors

FROM: Vickie Yee, CFO

SUBJECT: **Request to Increase Budget by $317,000 to Support Food Insecurity Funding**

At the November 13, 2025 Board meeting, the Board approved a total of **$317,000** in special funding allocations to four partner organizations responding to the escalating food insecurity crisis affecting District residents. Local agencies have reported substantial increases in demand for essential food assistance, and the Board's approved allocations were based on need, service capacity, and alignment with District priorities.

The Board-approved distribution is as follows:

Organization	Board-Approved Funding
Samaritan House	$147,000
San Mateo County Health Foundation (Food Farmacy Program)	$100,000
CALL Primrose Center	$40,000
YMCA Peninsula Family/Urban Services	$30,000
Total	**$317,000**

While the Board has approved these allocations, the existing capacity of the Special Funding Initiatives Budget does not cover this expense, thereby necessitating an increase in funding to support the expenditure.

Action Requested:
Management seeks Board approval to increase the Special Funding Initiative budget by **$317,000** to fulfill the Board-approved food insecurity relief allocations.

Peninsula HEALTH CARE DISTRICT
Building a Healthier Community

2026 PHCD BOARD AND COMMITTEE MEETINGS

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Board Meetings 6:30 pm
- Strategic Direction Committee 5:00 pm
- Community Health Investment 5:00 pm
- Finance Committee 4:00 pm

AFFORDABLE SENIOR HOUSING PROJECT SELECTION OF DEVELOPER AND NEXT STEPS

REGULAR BOARD MEETING
DECEMBER 11, 2025

Summary of RFQ/P Process

- June 18, 2025: The District issued a Request for Qualification and Proposal (RFQ/P) for the Affordable Project.
- June 26, 2025: The Board provided the community with an overview of the Affordable Project and the RFQ/P process during its regularly scheduled meeting.
- September 26, 2025: The deadline for submitting responses to the RFQ/P. Response to RFQ/P received from development team of Novin Development Corporation (Novin) and Abode Housing Development (Abode).
- October 23, 2025: The Board provided the community with an overview of the proposal submitted by Novin and Abode. Community members generally spoke in favor of the proposal. The Board formally declared the Affordable Project Site exempt surplus land.
- November 13, 2025: The Board interviewed Novin and Abode during a special Board meeting.

Key RFQ/P Milestones

- ✓ Obtain community input and finalize RFQ/P.
- ✓ Obtain responses to RFQ/P from interested developers.
- ✓ District reviews responses and interviews interested developers.
- ❑ District selects developer (anticipated December 11, 2025).
- ❑ District and selected developer to negotiate and enter into an Exclusive Negotiating Agreement (anticipated January – March 2026).

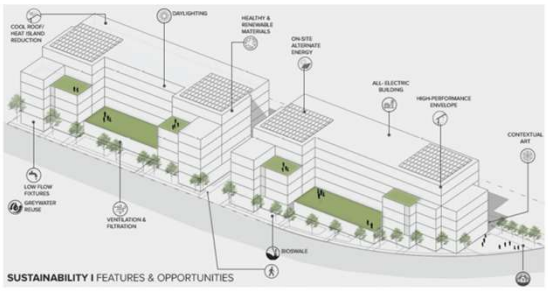
Key Considerations – Developer Selection

Board Decision: Consider whether to select the joint development team of Novin and Abode as the affordable housing developer for the Affordable Project and authorize District staff and consultants to proceed with negotiating an Exclusive Negotiating Agreement (ENA).

- Selecting Novin and Abode as the affordable housing developer does not mean that the Board is approving the proposed design submitted in the RFQ/P response.
- The District will continue to work with Novin and Abode on refining the proposed design for the Affordable Project.
- The District will hold at least one community forum for community members to comment on the proposed design, before authorizing the developers to proceed with submitting an application to the City of Burlingame.
- Novin/Abode have indicated that they believe the Affordable Project will qualify for streamlined processing under SB 35, which would require the City to review and act on project applications within statutorily set timeframes.

Key Considerations – Developer Selection

Developer Qualifications	Experience developing senior and affordable housing projects in Hayward (80-unit senior project), Fremont (90-unit senior project), Burlingame (69-unit affordable housing), and Santa Clara (80-unit senior project).
Development Concept	• Proposed project would provide approximately 221 total units.in two buildings • Target seniors earning 20 – 50% AMI • Buildings proposed to be 5-stories above a one-story, on-grade podium with parking and community facilities
Development Strategy and Timeline	• Project proposed to be developed in 2 phases • First phase to commence construction by 2028, completed by 2030 • Second phase to commence construction in mid-2030, completed by 2032
Financial Proposal	• Pursue a combination of federal, state, and local funding sources • Proposal contemplates a ground lease that would provide a monthly ground lease payment to the District, participation fee, and partnership cash flow
Management & Operations	Third-party vendors to provide onsite social services and property management services.





CONCEPTUAL VIEW FROM MARCO POLO WAY



CONCEPTUAL VIEW OF EASEMENT AND COMMUNITY SPACE

Key Considerations – Developer Selection

- The Novin/Abode developer team appears to well-qualified to develop the Affordable Project, with significant experience working on comparable projects in the Bay Area and Peninsula.
- The proposed project meets the District's vision and goals for the Affordable Project. The proposed project will:
  - Create senior housing opportunities for a range of seniors living within the District community;
  - Target those at 80% of AMI or lower;
  - Provide onsite health care and social services to support the needs of residents; and
  - Place on the Developer responsibility for the operation and maintenance of the project.

Anticipated Next Steps

- The District and Novin/Abode will negotiate an ENA for the Affordable Project. The parties will sign the ENA if the parties mutually agree to terms of the agreement. Entering into an ENA does not constitute Board approval of the Affordable Project and Novin/Abode's proposed design.
- Novin/Abode to complete due diligence on development feasibility on the subject site.
- The District will continue to coordinate with Novin/Abode on the design of the Affordable Project.
- At least one additional community meeting will be held to receive community input and comments on the proposed design before the Board authorizes Novin/Abode to submit applications for the Affordable Project to the City of Burlingame.
- If the parties mutually agree to an ENA, the District and Novin/Abode will negotiate a Ground Lease for the development of the Affordable Project.

Public Comment

THANK YOU

Peninsula
HEALTH CARE DISTRICT
Building a Healthier Community

Audited Combined Financial Statements

PENINSULA HEALTH CARE DISTRICT

June 30, 2025 and 2024

Audited Combined Financial Statements

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

Management's Discussion and Analysis 1
Report of Independent Auditors 7
Audited Financial Statements
Combined Statements of Net Position 10
Combined Statements of Revenues and Expenses 11
Combined Statements of Cash Flows 12
Notes to Combined Financial Statements 14
Supplementary Schedules
Combining Statements of Net Position 37
Combining Statements of Revenues, Expenses, and Changes in Net Position 40
Independent Auditor's Report on Internal Control 43

Management's Discussion and Analysis

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

Management of the Peninsula Health Care District (the District) has prepared this annual discussion and analysis in order to provide an overview of performance for the fiscal year ended June 30, 2025 in accordance with the Governmental Accounting Standards Board Statement No. 34, *Basic Financials Statements; Management's Discussion and Analysis for State and Local Governments.* The intent of this document is to provide additional information on the District's historical financial performance as a whole and a prospective look at revenue growth, operating expenses and capital development plans. This discussion should be reviewed in conjunction with the audited financial statements for the fiscal year ended June 30, 2025 and accompanying notes to the financial statements to enhance one's understanding of the District's financial performance.

Financial Summary

- Total assets and deferred outflows increased by $5.14 million over the prior fiscal year due mainly to increase in investments. Total cash, cash equivalents and investments increased by $7.95 million (see the Statements of Cash Flows for changes).
- Current assets increased by $8.3 million while current liabilities decreased by approximately $36,586 when compared to the prior fiscal year. The current ratios for current and prior years were 8.56 and 7.09, respectively.
- Operating revenues increased by $1.7 million while operating expenses increased by approximately $1.8 million for the year ended June 30, 2025.
- There was an operating loss of $6.9 million for the year ended June 30, 2025 as compared to an operating loss of $6.7 million in the prior year.
- Non-operating revenues (expenses) increased by $1.7 million due mainly to a $1.0 million increase in District tax revenues. Investments increased by $0.3 million while grants and contributions increased by approximately $0.4 million.
- The increase in net position was $9.3 million for the year ended June 30, 2025 as compared to an increase of $7.8 million in the prior year.

A summary of the District's net assets for 2025, 2024 and 2023 is as follows:

	2025	2024	2023
Assets (000's)			
Current assets	$ 50,030	$ 41,698	$ 36,632
Capital assets	95,423	98,098	100,272
Other assets and deferred outflows	74,355	74,871	72,160
Total	$ 219,808	$ 214,667	$ 209,064
Liabilities (000's)			
Current liabilities	$ 5,848	$ 5,884	$ 7,009
Other liabilities and deferred inflows	103,276	107,432	108,456
Total liabilities	109,124	113,316	115,465
Net position (000's)			
Net investment in capital	57,102	58,105	58,672
Restricted	7,500	7,500	7,500
Unrestricted	46,082	35,746	27,427
Total net position	110,684	101,351	93,599
Total	$ 219,808	$ 214,667	$ 209,064

Cash and Investments

At fiscal year ended June 30, 2025, operating cash, cash equivalents, investments and restricted cash and cash equivalents totaled $47.6 million compared to $39.6 million in fiscal year 2024. Days of cash on hand increased to 659.15 as compared to 589.87 in the prior year. The District maintains sufficient cash and cash equivalents to pay all short-term liabilities.

Capital Assets

During the year, the District spent approximately $569,000 on capital assets and capital improvements, net of a minor amount of disposals, which increased the total historical costs of capital assets to $119.0 million with accumulated depreciation of $23.6 million to bring net capital assets to $95.4 million as of June 30, 2025.

The following shows the revenues, expenses and increase (decrease) in net position for the years ended June 30, 2025 through June 30, 2023.

	2025	2024	2023
Operating revenues (000's)			
Lease revenues	$ 2,960	$ 3,113	$ 2,180
Dental service - net patient revenues	3,336	3,389	2,928
Assisted living/memory care resident revenues	13,271	12,535	10,707
Fitness center revenues	192	136	134
Youth drop-in center	1,259		
Other operating revenues	164	299	4
Total operating revenues	21,182	19,472	15,953
Operating expenses (000's)			
Salaries and wages	11,020	10,519	9,107
Employee benefits	2,738	2,622	2,832
Community services and related programs	4,103	3,006	3,319
Professional fees and registry	1,978	1,909	1,586
Supplies	1,320	1,387	1,272
Purchased services	1,011	1,012	829
Utilities and phone	774	727	692
Building and equipment rent	812	762	599
Insurance	590	603	557
Depreciation and amortization	3,243	3,276	3,046
Interest and fees	74	23	
Other operating expenses	369	351	308
Total operating expenses	28,032	26,197	24,147
Operating income (loss)	(6,850)	(6,725)	(8,194)
Nonoperating revenues (expenses) (000's)			
District tax revenues	10,381	9,865	9,611
Investment income (loss)	3,990	3,698	2,752
Interest expense	(1,562)	(1,608)	(1,699)
Grants and contributions/payments to affiliates	3,375	2,522	1,517
Total nonoperating revenues (expenses)	16,184	14,477	12,181
Increase (decrease) in net position	$ 9,334	$ 7,752	$ 3,987

Dental Service - Net Patient Revenues and Assisted Living/Memory Care Resident Revenues

Net patient service revenues are the resulting difference between gross patient charges and the deductions from revenue. Net patient dental service revenues and assisted living/memory care resident revenues increased in 2025 by approximately $419,376 over 2024 mainly due to increased volumes.

Operating Expenses

Total operating expenses in fiscal year 2025 were $28.0 million compared to $26.2 million in 2024. Significant changes occurred in the following areas:

- Total salaries and wages increased by approximately $0.5 million due to additional FTE's at the new youth drop-in center and filling vacant positions at the dental center.
- Community services and related programs increased by approximately $1.1 million over the prior year, mainly due to a $1 million increase in community grant funds. Professional fees and registry increased by $69,359 over the prior year, mainly due to additional fees paid to service providers and consultants.
- Supplies decreased by approximately $67,200 over the prior year due mainly to increased efficiencies within several departments at the District.
- Depreciation decreased slightly by approximately $33,000.
- Other categories of expenses varied from the prior year only marginally.

Programs

Results of area changes in net position of District programs for the year ended June 30, 2025 and 2024 follows:

	2025	2024
Leasing fund	$ 2,292,730	$ 2,217,939
Sonrisas Dental Health services	814,024	364,941
The Trousdale assisted living/memory care	(1,045,449)	(173,189)
PHCD health & fitness center	51,375	27,802
San Mateo allcove Youth Drop-In Center	386,044	1,249,077
General district operations	6,835,149	4,065,109
	$ 9,333,873	$ 7,751,679

Economic Factors and Next Fiscal Year's Budget

The District's Board approved the fiscal year ending June 30, 2026 capital and operating budgets at the May 2025 regular board meeting. The budget includes the following key programs and community investments:

The Trousdale Assisted Living and Memory Care Community: The Trousdale assisted living and memory care community is a 124-unit facility located in Burlingame, California. The District opened the facility in December 2018 to help fill the Peninsula's need for more living options for the expanding senior population. The District also recognizes the high cost of living on the Peninsula and established a rent assistance fund for qualified individuals at The Trousdale.

Sonrisas Dental Health: Sonrisas Dental Health is a non-profit organization dedicated to providing access to quality dental care and oral health education by removing barriers for all regardless of age, mobility or cognitive limitations and/or ability to pay, and does so with dignity, respect and compassion. Sonrisas works to improve the health of the community members through culturally sensitive, integrated care, with a focus on disease prevention. The dental health centers are located in San Mateo and Half Moon Bay, California.

San Mateo allcove Youth Drop-In Center: The San Mateo allcove center is a standalone, integrated "one-stop-shop" youth center for ages 12-25 to access support for prevention and early intervention mental health services, physical health, peer and family support, supported education and employment services, and substance use support. The center will provide a central point of access and will seek to improve the continuum of care in three ways: (1) increase access to early intervention and treatment through physical, mental, and early addiction services; (2) create a network of community partners and processes to achieve seamless transitions from referrals through different levels of care; and (3) engage the allcove San Mateo Youth Advisory Group to incorporate their voice in all aspects of developing and launching this impactful mental wellness program. The center accepts all youths (ages 12-25) regardless of insurance and/or ability to pay and is open to the public as of January 2024.

Community Grants Program: The community grants program is one of the strategies the District employs to address the health needs of its residents. The District partners with public agencies and non-profit organizations that share the same vision to support the achievement of optimal health through education, prevention, and access to basic health services and programs. Every year, the District board identifies the most pressing community health needs and establishes funding priorities for the grant term. Our 2026 Community Grants Program Focus Areas and Priorities are: (1) Mental & Behavioral Health Grants – Pediatric Mental & Behavioral Health (Ages 0-12, K-7), Senior Mental Health, Reduction of Adverse Child Events (ACE's) and Toxic Stress, (2) Preventive Health Grants – Health Education, Screening Programs, Diabetes Program, and programs that increase access to Preventive Services and Support, (3) Healthy Aging across the Lifespan Grants – Healthy Eating and Nutrition, Physical Activity, Socialization for Seniors, Caregiver Support.

PHCD Health & Fitness Center: The Health & Fitness Center is a gym and educational facility that offers wellness programs in Burlingame, California. The program aligns with the District's strategy to promote healthy aging through physical activity, health education, socialization and connectivity. Unique to the Center is its focus on connection. The member lounge fosters socialization and provides health resources to complement the movement programs, exercise equipment, and educational topics regularly offered to improve overall well-being.

Cooperative Homes: In 2020, the District purchased two five-bedroom homes in San Mateo, California, followed by the purchase of a third five-bedroom home in San Bruno in 2025. In collaboration with AbilityPath and Parca, these properties became the foundation for the first cooperative living homes in San Mateo County designed for adults with developmental disabilities. The "Cooperative Living" model offers affordable housing for individuals who are largely independent but benefit from some additional support. It focuses on fostering essential skills including budgeting, household management, grocery planning and navigating public transportation.

In general, the consolidated budget for the fiscal year 2026 projects an increase in net position with additions to both income and expense.

JWT & Associates, LLP

A Certified Public Accountancy Limited Liability Partnership
7797 North First Street, Suite 101#111, Fresno, California 93720
763 West Lighthouse Drive, Saratoga Springs, Utah 84045
Cell: (559) 287-6591 Email: rjctcpa@aol.com

Report of Independent Auditors

The Board of Directors
Peninsula Health Care District
Burlingame, California

Opinion

We have audited the accompanying financial statements of the Peninsula Health Care District, (the District) as of and for the years ended June 30, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the District's combined basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District as of June 30, 2025 and 2024, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but it is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the combined basic financial statements. Such information is the responsibility of management and, although not a part of the combined basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the combined basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America *Government Auditing Standards*, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the combined basic financial statements, and other knowledge we obtained during our audit of the combined basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the combined financial statements as a whole. The supplementary schedules as listed in the table of contents are presented for purposes of additional analysis and is not a required part of the combined basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined basic financial statements or to the combined basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In our opinion, the supplementary schedules as listed in the table of contents are fairly stated, in all material respects, in relation to the combined basic financial statements as a whole.

Other Reporting Required by Governmental Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 10, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

JWT & Associates, LLP

Fresno, California
October 10, 2025

Combined Statements of Net Position

PENINSULA HEALTH CARE DISTRICT

	June 30	
Assets	2025	2024
Current assets:		
Cash and cash equivalents	$ 5,591,087	$ 5,929,256
Investments	38,691,142	30,521,635
Restricted cash and cash equivalents for current purposes	3,303,446	3,184,098
Accounts and leases receivable- current portion	2,129,794	1,807,150
Inventories, prepaid expenses and other current assets	314,255	255,648
Total current assets	50,029,724	41,697,787
Noncurrent assets:		
Non depreciable capital assets	23,205,683	22,933,956
Depreciable capital assets, net of accumulated depreciation	72,217,233	75,164,376
Long term lease receivables and other assets	74,118,032	74,520,433
Total noncurrent assets	169,540,948	172,618,765
Deferred outflows of resources	237,227	350,649
Total assets and deferred outflows of resources	$219,807,899	$214,667,201
Liabilities		
Current liabilities:		
Current maturities of debt borrowings	$ 1,735,000	$ 1,670,000
Accounts payable and accrued expenses	2,642,302	2,366,123
Accrued payroll and related liabilities	991,150	594,767
Unearned revenues	479,222	1,253,370
Total current liabilities	5,847,674	5,884,260
Noncurrent liabilities:		
Debt borrowings, net of current maturities	36,586,111	38,323,664
Lease liabilities and tenant deposits	450,982	1,007,665
Total noncurrent liabilities	37,037,093	39,331,329
Deferred inflows of resources	66,238,694	68,101,047
Total liabilities and deferred inflows of resources	109,123,461	113,316,636
Net Position		
Net investment in capital assets	57,101,805	58,104,668
Restricted	7,500,000	7,500,000
Unrestricted	46,082,633	35,745,897
Total net position	110,684,438	101,350,565
Total liabilities, deferred inflows and net position	$219,807,899	$214,667,201

See accompanying notes and auditors' report

Combined Statements of Revenues and Expenses

PENINSULA HEALTH CARE DISTRICT

	Year Ended June 30	
Operating revenues	2025	2024
Lease revenues	$ 2,960,122	$ 3,113,798
Dental service - net patient revenues	3,336,268	3,388,784
Assisted living/memory care resident revenues	13,271,347	12,799,455
Fitness center revenues	191,442	136,102
Youth drop-in center	1,258,613	
Other operating revenues	164,524	34,156
Total operating revenues	21,182,317	19,472,295
Operating expenses		
Salaries and wages	11,019,510	10,519,119
Employee benefits	2,737,936	2,621,620
Community services and related programs	4,103,398	3,005,914
Professional fees and registry	1,977,863	1,908,504
Supplies	1,319,529	1,386,700
Purchased services	1,011,205	1,011,691
Utilities and phone	773,998	727,229
Lease expense	812,334	762,248
Insurance	589,820	603,289
Depreciation and amortization	3,243,439	3,276,446
Interest and fees	74,143	22,668
Other operating expenses	369,170	351,424
Total operating expenses	28,032,345	26,196,852
Operating income (loss)	(6,850,028)	(6,724,557)
Nonoperating revenues (expenses)		
District tax revenues	10,380,539	9,864,552
Investment income	3,989,865	3,697,634
Interest expense	(1,561,503)	(1,607,698)
Grants and contributions/payments to affiliates	3,375,000	2,521,748
Total nonoperating revenues (expenses)	16,183,901	14,476,236
Increase in net position	9,333,873	7,751,679
Net position at beginning of the year	101,350,565	93,598,886
Net position at end of the year	$110,684,438	$101,350,565

See accompanying notes and auditor's report

Combined Statements of Cash Flows

PENINSULA HEALTH CARE DISTRICT

	Year Ended June 30	
	2025	2024
Cash flows from operating activities:		
Cash received from assisted living/memory care and other revenues	$ 13,994,332	$ 11,936,565
Cash received from dental service - net patient revenues	3,085,862	3,438,138
Cash received from tenants	1,085,173	1,184,911
Cash payments to suppliers and contractors	(10,842,194)	(10,285,005)
Cash payments to employees and benefit programs	(13,315,815)	(13,015,647)
Net cash (used in) operating activities	(5,992,642)	(6,741,038)
Cash flows from noncapital financing activities:		
District tax revenues	10,809,335	9,864,552
Grants and contributions	2,946,204	2,521,748
Net cash provided by noncapital financing activities	13,755,539	12,386,300
Cash flows from capital and related financing activities:		
Purchase of capital assets, disposals and other asset changes	(568,830)	(1,103,116)
Principal payments on debt borrowings	(1,672,553)	(1,606,939)
Interest on debt borrowings	(1,561,503)	(1,607,698)
Net cash (used in) capital financing activities	(3,802,886)	(4,317,753)
Cash flows from investing activities:		
Change in restricted cash and cash equivalents	(118,538)	(32,124)
Investment income	3,989,865	3,697,634
Net cash provided by investing activities	3,871,327	3,665,510
Net increase in cash, cash equivalents and investments	7,831,338	4,993,019
Cash, cash equivalents and investments at beginning of year	36,450,891	31,457,872
Cash, cash equivalents and investments at end of year	$ 44,282,229	$ 36,450,891

See accompanying notes and auditor's report

Combined Statements of Cash Flows (continued)

PENINSULA HEALTH CARE DISTRICT

	Year Ended June 30	
	2025	2024
Reconciliation of operating income (loss) to net cash provided by operating activities:		
Operating income (loss)	$ (6,850,028)	$ (6,724,557)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation and amortization	3,243,439	3,276,446
Changes in operating assets and liabilities:		
Patient accounts receivables	(250,406)	49,354
Rent receivables	51,945	(34,122)
Lease and other receivables	419,437	(2,925,014)
Inventories, prepaid expenses and other assets	(164,975)	(33,694)
Accounts payable and accrued expenses	247,876	(471,644)
Accrued payroll and related liabilities	396,383	(30,345)
Unearned revenues	(774,151)	(715,582)
Lease payables, net	(2,162,410)	730,219
Tenant deposits	(195,000)	(17,536)
Pension related accounts	45,248	155,437
Net cash (used in) operating activities	$ (5,992,642)	$ (6,741,038)

See accompanying notes and auditor's report

Notes to Combined Financial Statements

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity: Peninsula Health Care District (the District) is a public entity healthcare district organized under Local Hospital District Law as set forth in the Health and Safety Code of the State of California. The District is a political subdivision of the State of California and is generally not subject to federal or state income taxes. The District is governed by a five-member Board of Directors, elected from within the district to specified terms of office.

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for financial reporting, in conjunction with the Financial Accounting Standards Board (FASB).

The District was formed in 1947, purchased land in Burlingame, and built and operated Peninsula Hospital. In 1985, the Board brought in a hospital operator to run the hospital. In 2006, with a 92% favorable vote of its residents, the Board entered into a 50-year master lease agreement with Sutter Health to build, own, and operate a new seismically compliant hospital on the District's Burlingame acreage. Sutter Health's new hospital opened on May 15, 2011, the 50-year lease started as of that day, and the District's Peninsula Hospital was demolished by the end of 2011.

The District's investments to address the health priorities of its residents transitioned from a hospital-focus to a community-based focus. The vision of the District is for all its residents to achieve their optimal health and wellness through education, prevention, advocacy and access to basic health care services - medical, behavioral, and dental. The District's Strategic Values are: (1) "Stewardship" - ensuring that all District assets are used for the community's health benefit; (2) "Collaboration" - working in partnership with others committed to improving the health of their community; (3) "Inclusion" - ensuring that the health care needs of all District residents will be considered regardless of financial and health status; and (4) "Transparency" - conducting the District's business through processes that encourage public input, review, and comment.

Component Units: The Peninsula Health Care District Financing Corporation (the Corporation) was established during the fiscal year 2013-14 for the purpose of providing assistance to the District in financing the acquisition, construction and improvement of health care facility buildings, works and equipment for the District. Although legally separate from the District, the Corporation is reported as if it were part of the District because its sole purpose is to provide financing to the District under debt issuance agreements of the District. However, the Corporation had no transactions to report on during the years ended June 30, 2025 and 2024.

In addition, the Sonrisas Dental, Inc. (Sonrisas) is included in the financial statements as a component unit due to the financial relationship between Sonrisas and the District as the District controls the voting majority of the governing board of Sonrisas. The operations of Sonrisas are included in the financial statements.

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Preparation: The accounting policies and combined financial statements of the District generally conform with the recommendations of the audit and accounting guide, *Health Care Organizations*, published by the American Institute of Certified Public Accountants. The combined financial statements are presented in accordance with the pronouncements of the Governmental Accounting Standards Board (GASB). For purposes of presentation, transactions deemed by management to be ongoing, major or central to the provision of health care services are reported as operational revenues and expenses.

The District uses enterprise fund accounting. Revenues and expenses are recognized on the accrual basis using the economic resources measurement focus. Based on GASB Statement Number 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, as amended, the District has elected to apply the provisions of all relevant pronouncements as the Financial Accounting Standards Board (FASB), including those issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements.

Within the District's financial transactions are five funds utilized by the District designed to focus on the operations of selected areas of the District's overall financial well-being as follows:

Leasing Fund : The Leasing Fund of the District accounts for the financial transactions related to the property leasing operations of the District.

Dental Fund: The Dental Fund of the District accounts for the financial transactions related to the dental service operations provided by Sonrisas.

Trousdale Fund: The Trousdale Fund of the District accounts for the financial transactions related to the assisted living/memory care service operations of the District.

Health & Fitness Fund: The Health & Fitness Fund of the District accounts for the financial transactions related to the fitness center operations of the District.

San Mateo allcove Youth Drop-in Center: The San Mateo allcove Youth Drop-in Center of the District accounts for the financial transactions related to the recently opened youth mental health center by the District in January, 2024.

The financial results of these five funds are presented as supplemental schedules within this report (see table of contents).

Use of Estimates: The preparation of the combined financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the combined financial statements and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash, Cash Equivalents and Investments: The District considers cash and cash equivalents to include cash on hand, demand deposits, and certain investments in highly liquid debt instruments, when present, with an original maturity of a short-term nature or subject to withdrawal upon request. Exceptions are for those investments which are intended to be continuously invested. Investments in debt securities are reported at market value. Interest, dividends and both unrealized and realized gains and losses on investments are included as investment income in nonoperating revenues when earned. Investments that are not traded on a market, such as investments in external pools, are valued based on the stated value as represented by the external pool. The District has elected not to report investments at amortized cost. Cash and cash equivalents also include cash held with County treasuries and State funds.

Patient Accounts Receivable: Patient accounts receivable consist of amounts owed by various governmental agencies, insurance companies and private patients. The District manages its receivables by regularly reviewing the accounts, inquiring with respective payors as to collectability and providing for allowances on their accounting records for estimated contractual adjustments and uncollectible accounts. Significant concentrations of patient accounts receivable are discussed further in the footnotes.

Inventories: Inventories are consistently reported from year to year at cost determined on combination of first-in, first-out (FIFO) basis for certain types of inventory and replacement values, which are not in excess of market, for other types of inventory. Inventories as of June 30, 2025 and 2024 amount to $29,239 and $31,640, respectively.

Restricted Assets: Restricted assets include contributor restricted funds, amounts designated by the Board of Directors for replacement or purchases of capital assets, and other specific purposes, and amounts held by trustees under specified agreements. Restricted assets consist primarily of deposits on hand with local banking and investment institutions, and bond trustees.

Capital Assets: Capital assets consist of property and equipment and are reported on the basis of cost, or in the case of donated items, on the basis of fair market value at the date of donation. Routine maintenance and repairs are charged to expense as incurred. Expenditures which increase values, change capacities, or extend useful lives are capitalized. During periods of asset construction, the District capitalizes interest cost net of any interest earned on temporary investments of the proceeds set aside for construction projects funded by tax-exempt debt borrowings. Interest expense is also capitalized for projects financed with operating funds.

Depreciation of property and equipment and amortization of property under capital leases are combined in the statements of revenues, expenses and changes in net position and are computed by the straight-line method for both financial reporting and cost reimbursement purposes over the estimated useful lives of the assets, which range from 10 to 40 years for buildings and improvements, and 3 to 10 years for equipment. The District periodically reviews its capital assets for value impairment. As of June 30, 2025 and 2024, the District has determined that no capital assets are significantly impaired.

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Other Assets: As of June 30, 2025, other assets are comprised of long-term lease receivables of $73,564,470, pension assets of $399,461 and deposits of $154,101 for a total of $74,118,032 As of June 30, 2024, other assets are comprised of long-term lease receivables of $74,108,089, pension assets of $367,607 and deposits of $47,737 for a total of $74,520,433. The lease receivables are due to GASB 87 and the lease recording requirements as discussed further in footnote J.

Deferred Inflows and Outflows of Resources: The District records deferred inflows and outflows of resources which are associated with the District's retirement plan. For purposes of measuring net pension liability and deferred inflows/outflows of resources related to the District's pensions, and pension expense, information about the fiduciary net position of the District's California Public Employee's Retirement System (CalPERS) plan (the Plan) and additions to or deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Compensated Absences: The District's employees earn paid-time-off (PTO) benefits at varying rates depending on years of service. PTO benefits can accumulate up to specified maximum levels. Employees are paid for PTO accumulated benefits if they leave either upon termination or separation. Accrued PTO liabilities as of June 30, 2025 and 2024 were $90,987 and $93,914, respectively.

Unearned Revenue: Unearned revenues arise when resources are received by the District before they are earned. In subsequent periods, when the revenue recognition criteria is met, or when the District has legal claim to these resources, the liability for unearned revenue is removed and the revenue is recognized. Unearned revenues are comprised mainly of prepaid rent.

Risk Management: The District is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; employee injuries and illnesses; natural disasters; and medical malpractice. Commercial insurance coverage is purchased for claims arising from such matters.

Net position: Net position is presented in three categories. The first category of net position is "net investment in capital assets". This category of net position consists of capital assets (both depreciable and non depreciable), net of accumulated depreciation and reduced by the outstanding principal balances of any debt borrowings that were attributable to the acquisition, construction, or improvement of those capital assets. The second category is "restricted" net position. This category consists of externally designated constraints placed on assets by creditors (such as through debt covenants), grantors, contributors, law or regulations of other governments or government agencies, or law or constitutional provisions or enabling legislation. The District is required to maintain liquid assets in the amount of $7,500,000 as required by debt covenants. The third category is "unrestricted" net position. This category consists of net position that does not meet the definition or criteria of the previous two categories

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Patient Service Revenues: Net patient service revenues related to the dental operations are reported in the period at the estimated net realized amounts from patients, third-party payors and others including estimated retroactive adjustments under reimbursement agreements with third-party programs. Normal estimation differences between final reimbursement and amounts accrued in previous years are reported as adjustments of current year's net patient service revenues.

Charity Care: The District accepts all dental patients regardless of their ability to pay. A patient is classified as a charity patient by reference to certain established policies of the District. Essentially, these policies define charity services as those services for which no payment is anticipated. Because the District does not pursue collection of amounts determined to qualify as charity care, they are not reported as net patient service revenues. Services provided are recorded as gross patient revenues and then written off entirely as an adjustment to net patient service revenues. Partial payments to which the District is entitled from public assistance programs on behalf of certain patients that meet the District's charity care criteria are reported under net patient service revenues. These supplemental programs are generally funded from governmental agencies and others. Total charity care was considered minimal for the years ended June 30, 2025 and 2024, respectively.

District Tax Revenues: The District receives approximately 27% of its financial support from property taxes. These funds are used to support programs of the District. They are classified as non-operating revenue as the revenue is not directly linked to the four basic services provided by the District. Property taxes are levied and collected by the San Mateo County (the County) on the District's behalf during the year, and are intended to help finance the District's activities during the same year. Amounts are levied on the basis of the most current property values on record with the County under the Teeter Plan, therefore taxes receivable, uncollectible, or deferred do not affect the distribution to the District. The County has established certain dates to levy, lien, mail bills, and receive payments from property owners during the year. Those dates are: (1) lien date of January 1; and (2) due dates of December 10 and April 10 Property taxes are considered delinquent on the day following each payment due date.

Operating and Nonoperating Revenues and Expenses: The District's statement of revenues, expenses and changes in net position distinguishes between operating and nonoperating revenues and expenses. Operating revenues result from exchange transactions associated with providing services related to the five basic funds as previously mentioned, which are the District's principal activities. Operating expenses are all expenses incurred to provide these services, other than financing costs. Nonoperating revenues and expenses are those transactions not considered directly linked to providing services within these four basic service areas.

Recently Adopted Accounting Pronouncement: In June 2017 the Governmental Accounting Standards Board released GASB 87 regarding changes in the way leases are accounted for. GASB 87 superseded GASB 13 and GASB 62 and more accurately portrays lease obligations by recognizing lease assets and lease liabilities on the statement of net position and disclosing key information about leasing arrangements. The District has adopted GASB 87 effective July 1, 2021 in accordance with the timetable established by GASB 87.

NOTE A - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition: As previously stated, net patient service revenues are reported at amounts that reflect the consideration to which the District expects to be entitled in exchange for dental patient services. These amounts are due from patients, third-party payors (including health insurers and government programs), and others and include variable consideration for retroactive revenue adjustments due to settlement of third-party payor audits, reviews, and investigations. Generally, the District bills the patients and third-party payors several days after the patient receives dental services at Sonrisas. Revenue is recognized as services are rendered.

The District has agreements with third-party payors that provide for payments to the District at amounts different from its established rates. Payment arrangements include prospectively determined rates per day, discharge or visit, reimbursed costs, discounted charges and per diem payments. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined.

Gifts of long-lived assets such as land, buildings, or equipment are reported as net assets without donor restrictions unless explicit donor stipulations specify how the donated asset must be used. Gifts of long-lived assets with explicit donor restrictions that specify how the asset is to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as net assets with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired long-lived asset is placed in service. Cash received in excess of revenue recognized is deferred revenue.

Contributions are recognized as revenue when they are received or unconditionally pledged. Donor stipulations that limit the use of the donation are recognized as contributions with donor restrictions. When the purpose is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as net assets released from donor restrictions. Donor restricted contributions whose restriction expire during the same fiscal year are recognized as net assets without donor restrictions. Absent donor-imposed restrictions, the District records donated services, materials, and facilities as net assets without donor restrictions.

From time to time, the District receives grants from various governmental agencies and private organizations. Revenues from grants are recognized when all eligibility requirements, including time requirements are met. Grants may be restricted for either specific operating purposes or capital acquisitions. These amounts, when recognized upon meeting all requirements, are reported as components of the statement of revenues, expenses and changes in net position.

NOTE B - CASH, CASH EQUIVALENTS AND INVESTMENTS

As of June 30, 2025 and 2024, the District had deposits with various financial institutions in the form of operating cash and cash equivalents amounting to $5,590,888 and $5,929,057. All of these funds were held in deposits, which are collateralized in accordance with the California Government Code (CGC) and are federally insured.

The CGC requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless waived by the governmental unit). California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total deposits. The pledged securities are held by the pledging financial institution's trust department in the name of the District. The market value of pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. As of June 30, 2025 and 2024, $5,090,889 and $5,429,053, respectively, of the District's deposits with financial institutions in excess of FDIC limits was held in collateralized accounts.

The District is authorized under the CGC to make deposits into a variety of investment types. Investments consist of several types authorized by the CGC including U.S. Government securities and state and local agency funds invested in U. S. Government securities. These investments are stated at quoted market values. Changes in market value between years are reflected as a component of investment income in the accompanying statement of revenues, expenses and changes in net position.

The State makes available the Local Agency Investment Fund (LAIF) through which local governments may pool investments. Investments are highly liquid and can be converted to cash within 24 hours. Participation in LAIF is voluntary and is limited to $40 million for each entity. The fair value of the District's investment in LAIF is reported based on the District's pro rata share of the fair value provided by LAIF for the entire portfolio.

NOTE C - CONCENTRATION OF CREDIT RISK

Financial Instruments: Financial instruments, potentially subjecting the District to concentrations of credit risk, consist primarily of bank deposits in excess of the Federal Deposit Insurance Corporation (FDIC) limits of $250,000. Although deposits exceed the limit in certain bank accounts, management believes that the risk of loss is minimal due to the high financial quality of the bank with which the District does business. The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the CGC. There are no investments in one issuer that represent 5% or more of the District's total investment portfolio, other than U.S. Treasury obligations and U.S. Securities. Management believes that there is no risk of material loss due to concentration of credit risk with regards to investments as of June 30, 2025 and 2024.

NOTE C - CONCENTRATION OF CREDIT RISK (continued)

Accounts Receivable: The District grants credit without collateral to its patients and third-party payors. Patient accounts receivable from government agencies represent the only concentrated group of credit risk for the District and management does not believe that there are any credit risks associated with these governmental agencies. Contracted and other accounts receivable consist of various payors including individuals involved in diverse activities, subject to differing economic conditions and do not represent any concentrated credit risks to the District. Concentration of accounts receivable at June 30, 2025 and 2024 were as follows:

	2025	2024
Interest receivable	$ 327,250	$ 309,977
Rent receivable	24,749	76,694
Patient accounts receivable, net of allowances	294,960	277,081
Grants and other agency receivables	1,054,572	752,204
Leases receivable - current portion	228,274	221,536
Other miscellaneous receivables	199,989	169,658
Total accounts receivable, net of allowances	$ 2,129,794	$ 1,807,150

NOTE D - RESTRICTED CASH AND CASH EQUIVALENTS

Restricted cash and cash equivalents as of June 30, 2025 and 2024 were comprised of the following:

Restricted for the following various purposes:	2025	2024
Sonrisas donor restricted cash and cash equivalents		
Certificate of deposits - restricted per loan covenant	$ 3,303,446	$ 3,184,098
	3,303,446	3,184,098
Less restricted cash available for current purposes	(3,303,446)	(3,184,098)
	$	$

NOTE E -INVESTMENTS

The District's investment balances and average maturities were as follows at June 30, 2025 and 2024:

		Investment Maturities in Years		
As of June 30, 2025	Fair Value	Less than 1	1 to 5	Over 5
Local agency investment fund	$ 6,350,622	$ 6,350,622		
San Mateo County treasury	3,856,729	3,856,729		
Money market and cash equivalents	1,003,649	1,003,649		
U.S. Treasury obligations	25,457,674	8,404,225	$ 17,053,449	
Corporate equities	1,025,873	533,833	492,040	
Certificates of deposit	3,303,446	3,303,446		
Foreign equities	996,598	494,703	501,895	$
Total investments	$ 41,994,591	$ 23,947,207	$ 18,047,384	$

		Investment Maturities in Years		
As of June 30, 2024	Fair Value	Less than 1	1 to 5	Over 5
Local agency investment fund	$ 6,067,951	$ 6,067,951		
San Mateo County treasury	3,710,676	3,710,676		
Money market and cash equivalents	246,553	246,553		
U.S. Treasury obligations	18,393,995	7,856,758	$ 10,537,237	
Corporate equities	1,127,941	129,129	998,812	
Certificates of deposit	3,184,098	3,184,098		
Foreign equities	969,902	494,697	475,205	$
Total investments	$ 33,701,116	$ 21,689,862	$ 12,011,254	$

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a position of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for District operations. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the preceding schedules that shows the distribution of the District's investments by maturity.

NOTE E -INVESTMENTS (continued)

Credit Risk: Credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization, such as Moody's Investor Service, Inc. The District adheres to the CGC's minimum rating requirements for their investment policy. Ratings range from AAA to BBB+ and some are either exempt from ratings or not rated.

Custodial Credit Risk: Custodial credit risk is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer), the District would not be able to recover the value of its investment or collateral securities that are in the possession of another party. The CGC and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools such as LAIF or the San Mateo County investment pool.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of an entity's investment in a single issuer. The District's investment policy contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the CGC. There are no investments in one issuer that represent 5% or more of total District investments (other than U.S. Treasury obligations and U.S. Agency securities).

Investment Hierarchy - The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant other unobservable inputs. The District's June 30, 2025 and 2024 investments at Level 1 were $28,480,317 and $20,738,391, respectively. There were no investments at Level 2 or 3 for either year.

NOTE F - REGULATORY ENVIRONMENT

The District is subject to several laws and regulations. These laws and regulations include matters such as licensure, accreditation, government health care program participation requirements, reimbursement for patient services, and Medicare and Medi-Cal fraud and abuse. Government activity has increased with respect to possible violations of statues and regulations by health care providers. Violations of these laws and regulations could result in expulsion from government health care programs together with the imposition of significant fines and penalties, as well as significant repayments for patient services previously billed. Management believes that the District is in compliance with all applicable government laws and regulations and is not aware of any future actions or unasserted claims at this time.

NOTE G - CAPITAL ASSETS

Capital assets were comprised of the following:

	June 30, 2024	Transfers & Additions	Transfers & Deletions	June 30, 2025
Capital assets not being depreciated				
Land	$ 22,899,380		$	$ 22,899,380
Construction-in-progress	34,576	$ 310,140	(38,413)	306,303
Total	$ 23,933,956	$ 310,140	$ (38,413)	$ 23,205,683
Capital assets being depreciated				
Buildings and improvements	91,398,530	$ 128,832		91,527,362
Equipment	4,151,937	167,464		4,319,401
Total	95,550,467	296,296		95,846,763
Less accumulated depreciation for:				
Buildings and improvements	(14,373,599)	(2,223,860)		(16,597,459)
Equipment	(6,012,492)	(1,019,579)		(7,032,071)
Total accumulated depreciation	(20,386,091)	(3,243,439)		(23,629,530)
Total assets being depreciated	$ 75,164,376	$ (2,947,143)	$	$ 72,217,233
Total capital assets, net	$ 98,098,332	$ (2,637,003)	$ (38,413)	$ 95,422,916

	June 30, 2023	Transfers & Additions	Transfers & Deletions	June 30, 2024
Capital assets not being depreciated				
Land	$ 22,899,380		$	$ 22,899,380
Construction-in-progress	244,587	$ 34,576	(244,587)	34,576
Total	$ 23,143,967	$ 34,576	$ (244,587)	$ 23,933,956
Capital assets being depreciated				
Buildings and improvements	90,511,736	$ 1,135,134	(248,340)	91,398,530
Equipment	3,778,576	380,251	(6,890)	4,151,937
Total	94,290,312	1,515,385	(255,230)	95,550,467
Less accumulated depreciation for:				
Buildings and improvements	(11,520,944)	(2,852,655)		(14,373,599)
Equipment	(5,641,172)	(423,791)	52,471	(6,012,492)
Total accumulated depreciation	(17,162,116)	(3,276,446)	52,471	(20,386,091)
Total assets being depreciated	$ 77,128,196	$ (1,761,061)	$ (202,759)	$ 75,164,376
Total capital assets, net	$100,272,163	$ (1,726,485)	$ (447,346)	$ 98,098,332

NOTE H - DEBT BORROWINGS

As of June 30, 2025 and 2024, debt borrowings were as follows:

	2025	2024
Peninsula Health Care District Certificate of Participation; principal due each February 1st at various amounts through 2038; interest due semi-annually on August 1st and February 1st (3.91%); collateralized by District assets and revenues:	$ 30,215,000	$ 31,540,000
Peninsula Health Care District Certificate of Participation; principal due each February 1st at various amounts through 2038; interest due semi-annually on August 1st and February 1st (3.47%); collateralized by District assets and revenues:	8,105,000	8,450,000
Minor capital leases	1,111	3,664
	38,321,111	41,600,603
Less current maturities of debt borrowings	(1,735,000)	(1,670,000)
	$ 36,586,111	$ 38,323,664

The first Certificate of Participation was issued during fiscal year ended June 30, 2014 in the amount of $40,000,000 for the purpose of financing the costs of construction and equipping of an assisted living/memory care facility in Burlingame, California. The second Certificate of Participation was issued during the fiscal year ended June 30, 2016 in the amount of $10,000,000, also for the purpose of continuing to finance the costs of construction and equipping the assisted living/memory care facility. Both were entered into with debt agreements with the Western Alliance Bank.

Future principal maturities for the Certificates of Participation for the next five succeeding years are: $1,735,000 in 2026; $1,805,000 in 2027; $1,875,000 in 2028; $1,950,000 in 2029; and $2,030,000 in 2030. Thereafter maturities are $28,925,000.

The Certificates of Participation are subject to certain loan covenants which are: (1) maintain liquid assets in an amount equal to at least $7,500,000; (2) maintain a debt service coverage ratio of 1.2 times; (3) the District will not issue any new obligations unless certain requirements are met; and (4) the District will maintain at least $3,000,000 in an affiliate bank of Western Alliance Bank

NOTE I - COMMITMENTS AND CONTINGENCIES

Construction-in-Progress: As of June 30, 2025 the District has recorded $306,303 as construction-in-progress representing cost capitalized for improvements at the assisted living/memory care community and dental health center. Estimated future costs to complete the projects as of June 30, 2025 is $209,810.

Litigation: The District may from time-to-time be involved in litigation and regulatory investigations which arise in the normal course of doing business. After consultation with legal counsel, management estimates that matters existing as of June 30, 2025 will be resolved without material adverse effect on the District's future financial position, results from operations or cash flows.

Medical Malpractice Insurance: The District maintains commercial malpractice liability insurance coverage under a claims made and reported policy covering losses up to $10 million per claim and $20 million in the annual aggregate, with a per claim deductible of $10,000. The District plans to maintain the insurance coverage by renewing its current policy, or by replacing it with equivalent insurance.

HIPAA: The Health Insurance Portability and Accountability Act (HIPAA) was enacted August 21, 1996, to ensure health insurance portability, reduce health care fraud and abuse, guarantee security and privacy of health information, and enforce standards for health information. Organizations are subject to significant fines and penalties if found not to be compliant with the provisions outlined in the regulations. Management believes the District is in compliance with HIPAA as of June 30, 2025 and 2024.

Definitive Agreement: The Definitive Agreements between the District and MPHS became effective on November 1, 2006. Under these agreements, MPHS was to construct and equip a new hospital on land leased from the District, and then demolish the old and existing hospital facility.

At the end of the ground lease, or upon the District's early termination of the Definitive Agreement with MPHS, the District is obligated to reimburse MPHS for certain items. Depending upon the circumstances and timing of the termination of the ground lease, these obligations could include the Net Book Value (NBV) of all post term assets and/or the Fair Market Value (FMV) of the use of certain hospital building improvements and equipment for whatever term of the ground lease remained as of the date of termination. Post term assets are defined as certain equipment and hospital building improvements either specifically approved by the District's Board in the 25-year period prior to the lease end, required by law, or necessitated by uninsured damage to the new hospital.

The early termination of the Definitive Agreement with MPHS is only allowed if MPHS commits a "Paramount Default" as defined in Section 5.01.B of the Master Agreement of the Definitive Agreement at any time after MPHS opens the new hospital.

NOTE J - LEASES

The District transitioned its prior hospital facilities and equipment lease into a Master Agreement with Mills-Peninsula Health Services (MPHS) effective November 1, 2006. This agreement included lease of the hospital facilities, a construction ground lease, and rental of additional District land upon which MPHS constructed the new Mills-Peninsula Medical Center and Palo Alto Foundation Clinic. On May 15, 2011, the new hospital was completed and available for use and the 50-year ground lease between the District and the MPHS became effective.

The lease rate for the District land was set on November 1, 2006 at $1,500,000 per year with a CPI adjustment every 3 years over the term of the ground lease. MPHS has the option to extend the ground lease for an additional 25 years with the written consent of the District.

The District is the lessor of four additional buildings to various tenants. The building at 1764 Marco Polo was acquired at the end of June 2023 and is being leased to a community non-profit organization with agreement dates and terms. The building at 1740 Marco Polo is being leased to nine separate parties with various agreement dates and terms. The building at 1720 Marco Polo is being leased to six separate parties with various agreement dates and terms. The homes at 111 and 113 16th Avenue are being leased to a community non-profit organization. These lease agreements either did not qualify for the GASB 87 adoption or were considered to not be material. Rental revenue for these properties were $1,131,090 and $1,133,407 for the years ended June 30, 2025 and 2024, respectively.

The District is the lessee for two other buildings - 2600 El Camino Real in San Mateo and 210 San Mateo Road, Suite 104, located in Half Moon Bay. Lease expense for these units for the years ended June 30, 2025 and 2024 were $377,092 and $383,825, respectively. It was determined that GASB 87 did not apply to these leases, except for the 2600 El Camino Real lease described below.

GASB 87 Adoption: As of July 1, 2021 the District adopted the Governmental Accounting Standards Board (GASB) 87 requiring certain changes in the way the District accounted for leases, both as a lessee and as a lessor.

Lessee: The District leases a building in San Mateo for the San Mateo allcove Youth Drop-In Centet for services under an operating lease located at 2600 El Camino Real. Lease commencement occurred on June 1, 2022. Remaining terms for the lease is 23 months with options to extend. The lease does not contain a readily determinable discount rate. The estimated borrowing rate of 3.5% was used to discount the remaining cash flows for this operating lease.

The District's lease agreement does not contain any material restrictions, covenants, or any material residual value guarantees.

NOTE J - LEASES (continued)

Lessee -lease related assets and liabilities as of June 30, 2025 and 2024 consist of the following:

Assets:	2025	2024
Operating lease asset - noncurrent receivable portion	$ 661,109	$ 976,454
Total lease assets	$ 661,109	$ 976,454
Liabilities:		
Operating lease payable - current portion	$ 381,122	$ 352,816
Operating lease payable - noncurrent portion	383,054	744,737
Total lease liabilities	$ 764,176	$ 1,097,553

Total operating lease expense under this lease arrangement for the year ended June 30, 2025 was $334,784 and the related interest expense was $32,806.

The future minimum rental payments required under operating lease obligations as of June 30, 2025, having initial or remaining non-cancelable lease terms in excess of one year are summarized as follows:

Years ending June 30,

2026	$ 397,194
2027	374,077
Thereafter	-0-
Total	771,271
Less: interest	(10,095)
Present value of lease liabilities	$ 761,176

The weighted average for the remaining lease term of this operating lease is 1.9 years and the weighted average discount rate for this operating lease is 3.5%

NOTE J - LEASES (continued)

Lessor: As previously mentioned, there is a Master Agreement with MPHS under an operating lease. Original terms for the lease is 50 years. This lease contains an option to extend for another 25 years. The lease does not contain a readily determinable discount rate. The estimated borrowing rate of 3.0% was used to discount the remaining cash flows for this operating lease.

Total lease revenue under this lease agreement for the years ended June 30, 2025 and 2024 were $1,829,033 and $1,980,391, respectively. The related interest income for the years ended June 30, 2025 and 2024 were $2,197,565 and $2,391,679, respectively.

Lessor-lease related assets and liabilities as of June 30, 2025 and 2024 consist of the following:

Assets:	2025	2024
Lease receivable - current portion	$ 228,274	$ 221,536
Lease receivable - noncurrent portion	72,903,361	73,131,635
Total lease assets	$ 73,131,635	$ 73,353,171
Deferred inflows of resources:		
Deferred inflows of resources	$ 66,150,022	$ 67,979,056
Total lease liabilities	$ 66,150,022	$ 67,979,056

The future minimum rental payments required under operating lease obligations as of June 30, 2025, having initial or remaining non-cancelable lease terms in excess of one year are summarized as follows:

Years ending June 30,

2026	$ 2,419,102
2027	2,540,057
2028	2,564,248
2029	2,564,248
Thereafter	117,643,043
Total	127,730,698
Less: interest	(54,599,063)
Present value of lease receivable	$ 73,131,635

The weighted average for the remaining lease term of this operating lease is 36.1 years and the weighted average discount rate for this operating lease is 3.0%

NOTE K - RETIREMENT PLAN

Plan Description: All qualified employees are eligible to participate in the District's Miscellaneous Employee Pension Plan, cost-sharing multiple employer defined benefit pension plan (the Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of individual rate plans (benefit tiers) within a miscellaneous risk pool. Plan assets may be used to pay for benefits for any employer rate plan of the miscellaneous plan. Accordingly, rate plans within the miscellaneous pool is not a separate plan. Individual employers may sponsor more than one rate plan in the miscellaneous pool. The District sponsors two rate miscellaneous rate plans. Benefit provisions under the Plan are established by State statute and District Board resolutions. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service The death benefit is the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The rate plan provisions and benefits in effect at June 30, 2025 are as follows:

Hire Date	On or after January 1, 2013
Benefit formula	2.0% @ 60
Benefit vest after	5 years service
Benefit payments	monthly for life
Earliest retirement age	52
Required employee contribution rates	6.93%
Required employer contribution rates	10.6%

Contributions: Section 20814 (c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employees be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by the employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

NOTE K - RETIREMENT PLAN (continued)

Pension Liabilities (Assets), Expenses, and Deferred Outflows/Inflows of Resources: As of June 30, 2025 and 2024, the District reported pension assets for its proportionate share of the net pension asset of the Plan in the amounts of $399,461 and $364,607, respectively.

The District's net pension asset for the Plan is measured as the proportionate share of the net pension asset/liability. The net pension asset of the Plan is measured as of June 30, 2024, and the total pension liability for the Plan used to calculate the net pension asset was determined by an actuarial valuation as of June 30, 2023, rolled forward to June 30, 2024 using standard update procedures. The District's proportion of the net pension asset was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension asset for the Plan as of June 30, 2024 and 2025 was as follows:

Proportion - June 30, 2024	-	0.00729%
Proportion - June 30, 2025	-	0.00826%
Change - increase (decrease)	-	0.00097%

For the fiscal years ended June 30, 2025 and 2024, the District recognized pension expense of $131,816 and $230,257, respectively.

At June 30, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 86,568	
Change in assumptions		$ 10,267
Net differences between expected and actual experience		33,189
Net differences in actual contribution and proportionate share		22,219
Change in proportions	150,659	
Net differences between projected and actual plan investment earnings		22,997
Totals of deferred outflows of resources and inflows of resources	$ 237,227	$ 88,672

NOTE K - RETIREMENT PLAN (continued)

At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 75,020	
Change in assumptions		$ 22,013
Net differences between expected and actual experience		15,737
Net differences in actual contribution and proportionate share		25,209
Change in proportions	275,630	
Net differences between projected and actual plan investment earnings		59,033
Totals of deferred outflows of resources and inflows of resources	$ 350,649	$ 121,992

For June 30, 2025, $86,568 was reported as deferred outflows of resources related to contributions subsequent to the measurement date and was recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2025.

For June 30, 2024, $75,020 was reported as deferred outflows of resources related to contributions subsequent to the measurement date and was recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense (credit) as follows:

Years ending June 30,

2026	$ 82,123
2027	(35,858)
2028	7,751
2029	7,881
Total	$ 61,897

NOTE K - RETIREMENT PLAN (continued)

Actuarial Methods and Assumptions Used to Determine Total Pension Liability: The total pension liabilities in the most recent actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2023
Measurement Date	June 30, 2024
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions	
Discount Rate	6.90%
Inflation Rate	2.30%
Projected Salary Increase	Varies by Entry-Age and Service
Investment Rate of Return	4.50%

Discount Rate: The discount rate used to measure the total pension liability was 6.90%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing of the plans, the tests revealed the assets would not run out. Therefore, the current 6.90% discount rate is appropriate, and the use of the municipal bond rate calculation is not deemed to be necessary.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10-years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

NOTE K - RETIREMENT PLAN (continued)

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

	Strategic Allocation	Real Return Years 1-10
Global Equity	42.0%	4.28%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporations	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	(5.0%)	(0.59%)
Total	100.00%	

For the years 1-10, an expected inflation rate of 2.30% was used for this period.

Sensitivity of the Proportionate Share of the Net Pension Asset to Changes in the Discount Rate: The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 6.90%, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1% point lower (5.90%) or 1% point higher (7.90%) than the current rate:

	1% Decrease	Current	1% Increase
	5.90%	6.90%	7.90%
Proportionate Share of Net Pension Asset	$127,514	$399,461	$623,315

Pension Plan Fiduciary Net Position: Detailed information about the Plan's fiduciary net positions are available in the separately issued CalPERS financial reports.

NOTE L - SUBSEQUENT EVENTS

Management evaluated the effect of subsequent events on the combined financial statements through October 10, 2025, the date the combined financial statements are issued, and determined that there are no material subsequent events that have not been disclosed.

SUPPLEMENTARY SCHEDULES

Combining Statements of Net Position

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

	Leasing Fund	Dental Fund	Trousdale Fund
Assets			
Current assets:			
Cash and cash equivalents	$ 539,766	$ 1,256,382	$ 1,997,439
Investments		1,148,973	3,474
Restricted cash and cash equivalents			3,303,446
Accounts and leases receivable	237,725	1,307,866	18,009
Inventories, prepaid expenses and other	3,755	60,247	125,030
Total current assets	781,246	3,773,468	5,447,398
Noncurrent assets:			
Non depreciable capital assets	20,779,380		61,500
Depreciable capital assets, net	10,946,500	858,691	58,982,282
Long-term lease receivable and other assets	72,903,361	123,887	19,439
Total noncurrent assets	104,629,241	982,578	59,063,221
Deferred outflows of resources			
Total assets and deferred outflows of resources	$105,410,487	$ 4,756,046	$ 64,510,619
Liabilities			
Current liabilities:			
Current maturities of debt borrowings			$ 1,735,000
Accounts payable and accrued expenses	$ 201,537	$ 417,419	1,208,402
Accrued payroll and related liabilities		218,059	661,183
Unearned revenues	416,685	28,959	25,957
Total current liabilities	618,222	664,437	3,630,542
Noncurrent liabilities			
Debt borrowings, net of current maturities		1,111	36,585,000
Lease liabilities and tenant deposits	45,928		37,441
Total noncurrent liabilities	45,928	1,111	36,622,441
Deferred inflows of resources	66,150,022		
Total liabilities and deferred inflows of resources	66,814,172	665,548	40,252,983
Net Position			
Net investment capital assets	31,725,880	857,580	20,723,782
Restricted			7,500,000
Unrestricted (deficit)	6,870,435	3,232,918	(3,966,146)
Total net position	38,596,315	4,090,498	24,257,636
Total liabilities, deferred inflows and net position	$105,410,487	$ 4,756,046	$ 64,510,619

Combining Statements of Net Position (continued)

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

	Health & Fitness	allcove Center	General District
Assets			
Current assets:			
Cash and cash equivalents	$ 171,681	$ 662,038	$ 963,781
Investments			37,538,695
Restricted cash and cash equivalents			
Accounts and leases receivable	9,700	41,666	514,828
Inventories, prepaid expenses and other	612	65,337	59,274
Total current assets	181,993	769,041	39,076,578
Noncurrent assets:			
Non depreciable capital assets			2,120,000
Depreciable capital assets, net	29,291	1,053,371	591,901
Long-term lease receivable and other assets		671,884	399,461
Total noncurrent assets	29,291	1,725,255	3,111,362
Deferred outflows of resources			237,227
Total assets and deferred outflows of resources	$ 211,284	$ 2,494,296	$ 42,425,167
Liabilities			
Current liabilities:			
Current maturities of debt borrowings			
Accounts payable and accrued expenses	$ 21,682	$ 472,040	$ 321,222
Accrued payroll and related liabilities	3,241	19,522	89,145
Unearned revenues	7,621		
Total current liabilities	32,544	491,562	410,367
Noncurrent liabilities			
Debt borrowings, net of current maturities			
Lease liabilities and tenant deposits		367,613	
Total noncurrent liabilities		367,613	
Deferred inflows of resources			88,672
Total liabilities and deferred inflows of resources	32,544	859,175	499,039
Net Position			
Net investment capital assets	29,291	1,053,371	2,711,901
Restricted			
Unrestricted	149,449	581,750	39,214,227
Total net position	178,740	1,635,121	41,926,128
Total liabilities, deferred inflows and net position	$ 211,284	$ 2,494,296	$ 42,425,167

Combining Statements of Net Position (continued)

PENINSULA HEALTH CARE DISTRICT

June 30, 2025

	Combining Total
Assets	
Current assets:	
Cash and cash equivalents	$ 5,591,087
Investments	38,691,142
Restricted cash and cash equivalents	3,303,446
Accounts and leases receivable	2,129,794
Inventories, prepaid expenses and other	314,255
Total current assets	50,029,724
Noncurrent assets:	
Non depreciable capital assets	22,960,880
Depreciable capital assets, net	72,462,036
Long-term lease receivable and other assets	74,118,032
Total noncurrent assets	169,540,948
Deferred outflows of resources	237,227
Total assets and deferred outflows of resources	$219,807,899
Liabilities	
Current liabilities:	
Current maturities of debt borrowings	$ 1,735,000
Accounts payable and accrued expenses	2,642,302
Accrued payroll and related liabilities	991,150
Unearned revenues	479,222
Total current liabilities	5,847,674
Noncurrent liabilities	
Debt borrowings, net of current maturities	36,586,111
Lease liabilities and tenant deposits	450,982
Total noncurrent liabilities	37,037,093
Deferred inflows of resources	66,238,694
Total liabilities and deferred inflows of resources	109,123,461
Net Position	
Net investment capital assets	57,101,805
Restricted	7,500,000
Unrestricted	46,082,633
Total net position	110,684,438
Total liabilities, deferred inflows and net position	$219,807,899

Combining Statement of Revenues, Expenses and Changes in Net Position

PENINSULA HEALTH CARE DISTRICT

Year Ended June 30, 2025

	Leasing Fund	Dental Fund	Trousdale Fund
Operating revenues			
Lease revenues	$ 2,960,122		
Dental service - net patients revenues		$ 3,336,268	
Assisted living/memory care resident revenues			$ 13,271,347
Fitness center revenues			
Youth drop-in center			
Other operating revenues	135,469	25,462	
Total operating revenues	3,095,591	3,361,730	13,271,347
Operating expenses			
Salaries and wages		4,104,794	5,548,189
Employee benefits		598,185	1,714,635
Community services and related programs	416,701	142,078	
Professional fees and registry	495,139	305,099	641,505
Supplies		352,623	907,080
Purchased services		295,342	514,984
Utilities and phone		82,580	646,944
Lease expense	429,742	47,808	
Insurance		36,280	429,471
Depreciation and amortization	344,204	248,111	2,529,519
Interest and fees		74,143	
Other operating expenses		67,563	
Total operating expenses	1,685,786	6,354,606	12,932,327
Operating income (loss)	1,409,805	(2,992,876)	339,020
Nonoperating revenues (expenses)			
District tax revenues			
Investment income	2,200,698	60,796	115,385
Interest expense	(28,843)		(1,499,854)
Interfund transfer	(1,288,930)		
Grants and contributions /payments to affiliates		3,746,104	
Total nonoperating revenues (expenses)	882,925	3,806,900	(1,384,469)
Increase (decrease) in net position	2,292,730	814,024	(1,045,449)
Net position at beginning of the year	36,303,585	3,276,474	25,303,085
Net position at end of the year	$ 38,596,315	$ 4,090,498	$ 24,257,636

Combining Statement of Revenues, Expenses and Changes in Net Position (continued)

PENINSULA HEALTH CARE DISTRICT

Year Ended June 30, 2025

	Health & Fitness	allcove Center	General District
Operating revenues			
Lease revenues			
Dental service - net patient revenues			
Assisted living/memory care resident revenues			
Fitness center revenues	$ 191,442		
Youth drop-in center		$ 1,258,614	
Other operating revenues	3,377		$ 216
Total operating revenues	194,819	1,258,614	216
Operating expenses			
Salaries and wages	186,668	379,467	800,392
Employee benefits	54,506	110,638	259,972
Community services and related programs		74,173	3,470,446
Professional fees and registry	28,473	310,010	197,637
Supplies	16,225	23,394	20,207
Purchased services	60,908	49,492	90,479
Utilities and phone	18,456	6,997	19,021
Lease expense		334,784	
Insurance	5,969	40,813	77,287
Depreciation and amortization	6,497	87,577	27,531
Interest and fees			
Other operating expenses	9,351	101,316	190,940
Total operating expenses	387,053	1,518,661	5,153,912
Operating income (loss)	(192,234)	(260,047)	(5,153,696)
Nonoperating revenues (expenses)			
District tax revenues			10,380,539
Investment income	471	1,111	1,611,404
Interest expense		(32,806)	
Interfund transfer	243,138	248,890	796,902
Grants and contributions/payments to affiliates		428,896	(800,000)
Total nonoperating revenues (expenses)	243,609	646,091	11,988,845
Increase (decrease) in net position	51,375	386,044	6,835,149
Net position at beginning of the year	127,365	1,249,077	35,090,979
Net position at end of the year	$ 178,740	$ 1,635,121	$ 41,926,128

Combining Statement of Revenues, Expenses and Changes in Net Position (continued)

PENINSULA HEALTH CARE DISTRICT

Year Ended June 30, 2025

	Combining Total
Operating revenues	
Lease revenues	$ 2,960,122
Dental service - net patient revenues	3,336,268
Assisted living/memory care resident revenues	13,271,347
Fitness center revenues	191,442
Youth drop-in center	1,258,614
Other operating revenues	164,524
Total operating revenues	21,182,317
Operating expenses	
Salaries and wages	11,019,510
Employee benefits	2,737,936
Community services and related programs	4,103,398
Professional fees and registry	1,977,863
Supplies	1,319,529
Purchased services	1,011,205
Utilities and phone	773,998
Lease expense	812,334
Insurance	589,820
Depreciation and amortization	3,243,439
Interest and fees	74,143
Other operating expenses	369,170
Total operating expenses	28,032,345
Operating income (loss)	(6,850,028)
Nonoperating revenues (expenses)	
District tax revenues	10,380,539
Investment income	3,989,865
Interest expense	(1,561,503)
Interfund transfers	-0-
Grants and contributions /payments to affiliates	3,375,000
Total nonoperating revenues (expenses)	16,183,901
Increase (decrease) in net position	9,333,873
Net position at beginning of the year	101,350,565
Net position at end of the year	$110,684,438

JWT & Associates, LLP

A Certified Public Accountancy Limited Liability Partnership

7797 North First Street, Suite 101#111, Fresno, California 93720

763 West Lighthouse Drive, Saratoga Springs, Utah 84045

Cell: (559) 287-6591 Email: rjctcpa@aol.com

Independent Auditors Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

The Board of Directors
Peninsula Health Care District
Burlingame, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of the Peninsula Health Care District (the District) as of and for the years ended June 30, 2025 and 2024, and the related notes to the combined financial statements, which collectively comprise the District's combined financial statements, and have issued our report thereon dated October 10, 2025.

Internal Control over Financial Reporting

In planning and performing our audit of the combined financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's combined financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given those limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's combined financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the combined financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

JWT & Associates, LLP

Fresno, California
October 10, 2025

DATE: December 11, 2025

TO: PHCD Board of Directors

FROM: Ana M. Pulido, Chief Executive Officer

SUBJECT: Recommendations for 2026 Impact Partners and Community Grant Recipients

---

BACKGROUND: The Peninsula Health Care District (PHCD) works in partnership with community-based organizations to advance the health and wellness of District residents. Through two primary funding pathways—the multi-year Impact Partner Program and the annual Community Grants Program (CGP)—PHCD invests in service providers that demonstrate the capacity, expertise, and commitment to addressing critical community health needs.

IMPACT PARTNERS
The Impact Partner Program identifies organizations with proven ability to meaningfully support PHCD's strategic initiatives over multiple years. Eligible partners demonstrate:

- A strong track record of reaching and serving target populations
- Innovative, comprehensive approaches to addressing health needs
- Measurable achievement of outcomes
- Service to significant numbers of District residents
- Financial and operational stability

Five organizations were considered, including four renewal partners and one new applicant. Applications were submitted by June 30, followed by presentations to the CHI Committee on July 21. On October 6, the Committee deliberated and reached consensus on award amounts for renewal applicants. On November 17, the Committee completed its evaluation of the new applicant and advanced its inclusion as a recommended Impact Partner.

COMMUNITY GRANTS PROGRAM
For the CGP 2026 grant cycle, three focus areas were identified:

1. **Healthy Aging across the Life Course**, promoting socialization, healthy eating and nutrition, physical activity, and caregiver support
2. **Mental & Behavioral Health**, including prevention services and programs for children and seniors
3. **Preventive Health**, advancing health education, vaccinations, screenings, and programs that increase access to preventive services and support

A total of 45 Letters of Interest (LOI) were received for one-year and two-year grants. The following criteria were used to perform the initial screening of LOIs that would be presented to the Committee for discussion:

- Is there an alignment with PHCD Vision & Grant Program's Focus Area(s)?

- Do they provide direct service in an area not currently met by District programs?
- Do they present a strong rationale and significance for the proposed work?
- How does the program approach existing funding or partnerships?
- What is the proposed impact on District residents? Are metrics presented, such as clients to be served and/or expected health outcomes?
- Does the budget make sense in terms of projected residents served in context of the requested amount? And, is the budget within the request parameters of $70,000 or less

At the October 6 meeting, the CHI Committee reviewed initial submissions and determined which organizations would advance to the full application phase. Once full applications were received, each Committee member conducted an in-depth review of five assigned grants, providing detailed feedback and preliminary recommendations through the District's grant platform. On November 17, after comprehensive evaluation and discussion of all 39 full applications, the Committee finalized its recommendations for the 2026 grant cycle, including proposed recipients, award amounts, and intended use of funds.

The District expresses its gratitude to Directors Navarro and Sanchez for their leadership and steadfast support in championing the District's mission to promote optimal health for its residents. Their dedication to fostering collaboration, stewardship, inclusion, and transparency reflect the core values of PHCD.

The District also extends heartfelt thanks to the CHI Committee members—Susan Baker, Bonnie Jue, Kevin Martinez, Crystal Miran, Karrie Mitchell, and Bryan Neider—for their invaluable expertise, dedication, and thoughtful contributions. Their commitment to public service is instrumental in advancing our shared mission of building a healthier, stronger community.

RECOMMENDATIONS:

- Approval of 2026 Impact Partner recipients and award amounts
- Approval of 2026 one- and two-year CGP grant recipients and award amounts

IMPACT PARTNERS			
Organization	**Focus Area**	**Program Description**	**Recommended Amount**
AbilityPath	Healthy Living Across the Life Span	AbilityPath's Pathways Program serves low-income adults ages 18 to 80+ with intellectual and developmental disabilities (I/DD), many with co-occurring conditions or mental health needs. The program operates weekdays at Bay Area sites, virtually, and in community settings. Its Health and Wellness curriculum addresses barriers to traditional programs by promoting healthy aging, chronic disease prevention, nutrition, fitness, mental health, and daily living skills. Certified Therapeutic Recreation Specialists lead evidence-based therapies and activities such as exercise, cooking classes, personal care training, and self-advocacy skill-building. Adults with I/DD are at heightened risk for obesity, diabetes, dementia, and early age-related decline, making tailored support essential. Pathways provides senior-specific programming for participants over 55, who currently make up 22% of those served. Offering more than 150 weekly classes and regular community-based outings, Pathways empowers adults with I/DD to adopt healthier habits, reduce preventable health risks, maintain independence, and improve their overall quality of life.	**$95,000**

Organization	Focus Area	Program Description	Recommended Amount
Age Up (Ombudsman)	Mental & Behavioral Health	AgeUp.org is the new identity for Ombudsman Services of San Mateo County, reflecting an expanded mission to more comprehensively support older and disabled adults living in long-term care settings. While continuing to safeguard the rights of long-term care residents through its core Ombudsman program, AgeUp.org is broadening its services to better address the social, emotional, and quality-of-life needs of those within its mandate. In addition to regular resident visits, the expanded initiative enables the recruitment and coordination of volunteers who provide companionship, meaningful engagement, and emotional support. Through the Kindness Crew, volunteer-led activities are introduced into care facilities to enhance residents' psychosocial well-being and create moments of joy in environments that often lack stimulation and connection. The organization is also increasing its community education efforts by offering Continuing Education Units to facility staff and expanding class offerings in the upcoming fiscal year. Together, these efforts foster a more compassionate and connected community for individuals aging in long-term care.	**$200,000**

Organization	Focus Area	Program Description	Recommended Amount
Mission Hospice	Mental & Behavioral Health	Mission House provides compassionate end-of-life care in a peaceful, homelike environment for patients who are unable or prefer not to die at home and need intensive, round-the-clock symptom management. The hospice house features six private rooms, each with its own entrance and garden access, where patients receive personalized care for an average of 20.6 days. Patients are cared for by experienced hospice nurses, home health aides, physicians, social workers, spiritual counselors, and trained volunteers who design personalized care plans. While Medicare and most private insurance cover medical aspects of hospice care, room and board expenses are privately paid and beyond reach for many families. Through community support, sliding scale options and charitable care are offered, ensuring all patients receive compassionate services regardless of financial circumstances. Mission House wraparound support includes spiritual care, psycho-social counseling, practical assistance, and bereavement services for patients and families during this crucial time.	**$170,000**
Samaritan House	Preventive Health	Licensed by the State of California Department of Public Health, Samaritan House's Free Clinic of San Mateo is a zero-fee, well-integrated "medical home", promoting health equity, while reducing health disparities, by increasing access to a continuum of high quality, linguistically competent and culturally sensitive health care for the County's medically underserved, uninsured residents who suffer chronic health issues such as diabetes, hypertension, obesity and heart disease. Supervised by a team of highly trained medical providers, dentists and behavioral health specialists, and supplemented with volunteer medical providers, the clinic provides primary care medical, dental services and mental health care, including specialty services. Parents receive free primary medical services, including most prescription medications, laboratory testing, and diagnostic cardiology and radiology services. Patients requiring specialty care beyond the clinic scope are referred to community health providers who see patients pro bono.	**$450,000**

Organization	Focus Area	Program Description	Recommended Amount
Stanford Teen Van	Preventive Health	Adolescents and young adults are among the most medically underserved populations in the Bay Area, and the Teen Van plays a critical role in addressing this gap. Since 1996, the program has served more than 7,000 patients across over 20,000 visits, often functioning as their sole source of healthcare. With a return visit rate of approximately 75 percent, the Teen Van provides consistent, accessible care in the PHCD area for youth with complex and often multiple health needs. Its prevention-focused model is highly cost-effective, with each dollar invested estimated to save ten in avoided emergency and long-term medical costs. The Teen Van builds trust with this typically hesitant population by maintaining a reliable presence, offering free services, and spending meaningful time with each patient. New patients receive a comprehensive physical exam, mental health assessment, consultation with a clinical social worker, and, when feasible, a nutritional evaluation. Most patients require ongoing care for both physical and mental health concerns, and the Teen Van's integrated, youth-centered approach ensures they receive continuous and compassionate support.	**$185,000**
COMMUNITY GRANTS PROGRAM			
Organization	**Focus Area**	**Program Description**	**Recommended Amount**

Organization	Focus Area	Program Description	Recommended Amount
AnewVista Community Services	Healthy Living Across the Life Span	AnewVista primarily operates as a virtual learning center, offering classes, workshops, and support sessions online. This allows AnewVista to serve seniors across a wide geographic area, making programs available to anyone with an internet connection. In addition to online services,the program has established strong partnerships with local community hubs to provide in-person classes and hands-on support. By combining targeted online outreach with dedicated in-person locations, AnewVista ensures its services are both widely accessible and deeply integrated within the communities it serves.	**$35,000**
Bay Area Community Health Advisory Council (BACHAC)	Preventive Health	The Community Mammogram Program is BACHAC's longest-running health outreach effort. For 27 years, it has provided education and free mammograms to San Mateo County residents who lack insurance or face barriers to regular screenings, including individuals who are homeless, low-income, or unfamiliar with how to access care. The program conducts outreach through four Community Health Village pop-up clinics led by trusted community partners; offers bilingual, culturally relevant education and navigation support through Community Health Outreach Professionals (CHOPs); provides instruction on self-exams, breast health, and early symptom recognition; partners with a healthcare provider for mammograms and medical follow-up; and delivers Medi-Cal education and re-enrollment assistance.	**$40,000**

Organization	Focus Area	Program Description	Recommended Amount
Boys & Girls Club of the Peninsula	Healthy Living Across the Life Span	Boys & Girls Clubs of the Peninsula (BGCP) provides Youth Fitness and Wellness Programs for K–5 students at four Peninsula Health Care District schools—Fiesta Gardens, Lead, Sunnybrae, and San Mateo Park. Offered after school during the academic year and all day in summer, the programs ensure students receive at least 60 minutes of daily physical activity while learning fitness fundamentals, practicing sports such as basketball and soccer, and developing lifelong healthy habits. BGCP's Barry Carr Sports League gives students a no-cost, structured space to apply their skills and build teamwork, leadership, and resilience, with all coaching, officiating, and equipment provided. Grounded in a whole-child approach, BGCP integrates academic support, fitness, nutrition, warm meals, and mental health programming. Social-emotional learning is woven into daily activities using curriculum developed by licensed therapists and tailored by age group. Free mental health services are available, and staff receive trauma-informed training focused on emotional regulation, relationship building, and creating safe environments..	**$42,000**

Organization	Focus Area	Program Description	Recommended Amount
Breathe California	Preventive Health	Seniors Breathe Easy provides comprehensive health and wellness services to older adults in the PHCD region, with a focus on those facing health inequities and environmental threats such as extreme heat, wildfires, poor air quality, RSV, COVID, and chronic lung conditions. The program offers health education, screenings, smoking cessation support, breathing exercises, home visits, and respiratory therapy equipment, addressing lung health, environmental risks, and fall prevention. Services are delivered by health educators, supervised interns, and volunteer professionals, including physicians. Programming takes place in senior centers, homes, and other convenient community locations using culturally and linguistically appropriate materials. Seniors Breathe Easy aims to raise awareness of conditions like COPD, TB, and COVID, improve access to preventive care, and enhance home safety through evidence-based tools such as the Stanford Falls Prevention Inventory, EPA environmental assessments, and behavior-change models like the Prochaska-DiClemente Stages of Change, all grounded in CDC best practices.	**$60,000**
Burlingame Parks & Recreation	Healthy Living Across the Life Span	“Let the Sunshine In” is a vibrant initiative that enriches the lives of seniors by connecting them with nature, culture, history, and one another. Every field trip or special event is crafted to inspire healthy living across the lifespan, encouraging physical activity, supporting mental health, and fostering meaningful social connections. From nature walks and gentle hikes to guided tours, wildlife excursions, and lively gatherings featuring food, entertainment, and camaraderie, the program ensures these experiences are accessible and affordable for all. Every activity helps seniors build healthier habits, stay engaged, and create lasting memories together	**$40,000**

Organization	Focus Area	Program Description	Recommended Amount
California Scottish Rite Foundation	Mental & Behavioral Health	The Burlingame RiteCare CLC provides essential speech, language, and occupational therapy services for children with profound communication disorders, learning disabilities, and motor skill delays. These challenges place children at higher risk for behavioral difficulties, low self-esteem, and poor academic performance. Through individualized therapy plans and comprehensive evaluations, the CLC aims to enhance children's quality of life, support future success, and raise community awareness about the importance of early intervention. Parental involvement is central to the program, enabling parents to continue the learning process at home while feeling supported during a challenging time. Approximately 50% of the children served are 5 years old or younger, and half have been diagnosed with or are suspected of being on the autism spectrum. The CLC ensures that children in critical need receive these services without the burden of fees, providing access and support to all families who need it.	**$30,000**
CALL Primrose	Healthy Living Across the Life Span	CALL Primrose is a non-profit organization providing free, healthy groceries to low-income individuals and families in San Mateo County. In 2024, CALL directly supported approximately 75,000 individuals, distributing 110,000 grocery bags. Services are offered Monday through Friday on a drop-in basis, welcoming anyone in need. Through partnerships with Second Harvest of Silicon Valley, local grocery rescue programs, and regional wholesalers, CALL offers a wide variety of nutritious groceries tailored to benefit clients. The distribution model is client-choice based, empowering individuals to select items from a daily menu, including fresh fruits and vegetables, dairy, meat and vegan options, and pantry staples such as beans, rice, tuna, soup, and pasta. This approach not only promotes choice and dignity but also reduces waste by providing only items households will use. All materials are available in English and Spanish, and staff and volunteers are trained to use translation tools when needed.	**$60,000**

Organization	Focus Area	Program Description	Recommended Amount
Caminar	Preventive Health	Caminar's Medication Assistance Program (MAP) is designed to meet clients where they are, providing in-home and remote medication guidance to those living with mild to moderate mental illness and co-occurring physical conditions. A licensed vocational nurse travels to clients' homes to review and implement medication programs, decoding the confusing process of creating and keeping a medication schedule with factors such as morning and evening medications, medications required to be taken with food, and so on. This support can make the difference between independent living and a more supervised and expensive living situation. MAP supports whole-person care, mental health, physical health, and healthy aging, and keeps individuals in their homes with the dignity of independent living.	**$60,000**
CASA of San Mateo County	Mental & Behavioral Health	According to the Department of Social Services, 80% of youth in the foster system face mental health challenges, compared to 20% of the general population. CASA will expand its “Beyond an Advocate” program, training volunteers to address youth mental health and wellness alongside their courtroom advocacy. Informed by research on adverse childhood experiences (ACEs), volunteers provide holistic support, mentorship, and access to resources, fostering strong relationships with CASA youth beyond the courtroom. As youth near their 21st birthday, they often lose state resources and struggle to achieve independence. This program will fill that gap by offering direct support, experiences, supplies, and community-building opportunities for youth in foster care and the juvenile justice system. The program focuses on five strategies: training volunteers in mental health support, providing tools for positive childhood experiences, expanding youth resilience programming, extending support after court involvement, and preparing youth for independent adulthood.	**$70,000**

Organization	Focus Area	Program Description	Recommended Amount
Chinese Community Health Resource Center	Healthy Living Across the Life Span	The Chinese Community Health Resource Center (CCHRC) is a nonprofit dedicated to providing culturally and linguistically appropriate health education and information to the Chinese community. In 2024, CCHRC established the Residential Wellness and Resource Center to promote health, well-being, and quality of life for residents. The center offers bilingual (English and Chinese) clinical screenings, wellness services, and educational programs led by a multidisciplinary team of clinical and public health professionals. The Holistic Healthy Aging Initiative builds on CCHRC's prior work using a whole-person approach. Programs focus on healthy eating and nutrition through workshops on balanced diets, cooking, and managing chronic conditions; physical activity via monthly wellness classes such as chair yoga, indoor volleyball, and culturally relevant movement activities like Tai Chi; and social engagement through structured group workshops held every two weeks. CCHRC aims to strengthen seniors' physical, nutritional, emotional, and social health while creating scalable models for replication across the Peninsula Health Care District.	**$40,000**
Coastside Adult Day Health Center	Healthy Living Across the Life Span	Coastside Adult Day Health Center provides a four-hour daytime healthcare program offering nursing, physical, occupational, and speech therapy; transportation; comprehensive activities; nutrition services; caregiver respite; and caregiver support groups. These integrated services support seniors and adults with disabilities across the county, and many participants and caregivers describe the Center as a lifeline. The agency strives to create a home-like environment, meeting participants' evolving healthcare needs while giving caregivers meaningful respite and connection. The Center's goal is to help individuals age in place, enabling them to remain in their homes and the communities they helped build. In addition to its core program, the Center offers a caregiver support group, a medical equipment loan project, and other services that extend its reach countywide and strengthen overall community well-being.	**$60,000**

Organization	Focus Area	Program Description	Recommended Amount
Community Overcoming Relationship Abuse (CORA)	Mental & Behavioral Grants	CORA's Family-Centered Mental Health (FCMH) Program provides free, trauma-informed, evidence-based individual, family, and group counseling for domestic violence survivors and their children. The program's overall goal is to support clients in the process of learning how to cope with trauma and in securing safety for themselves and their children.	**$60,000**
Each Green Corner	Healthy Living Across the Life Span	Each Green Corner (EGC) empowers communities across San Mateo County to build food sovereignty and climate resilience through sustainable urban agriculture. Support is provided to schools and community centers in establishing and maintaining food-producing gardens that grow culturally diverse fresh produce for donation to local nonprofits and communities in need. The Living Campus Program creates impact by educating students, volunteers, and community members about the connections between sustainable agriculture, environmental stewardship, public health, and food security through the Food Explorers curriculum; by growing and distributing fresh, diverse produce to address food insecurity and health inequities; and by transforming underused land into productive gardens and native plant spaces that strengthen local ecosystems and expand tree canopy coverage.	**$60,000**

Organization	Focus Area	Program Description	Recommended Amount
Edgewood	Mental & Behavioral Health	The Edgewood Kinship Support Network (Kinship) supports families in which relatives—such as grandparents, aunts, uncles, or other extended family members—step in to care for children when biological parents cannot. Kinship offers resources, referrals, respite, parenting education, health-focused workshops, support groups, youth activities, school supplies, educational and vocational guidance for teens and young adults, and nursing case management for older caregivers and family members needing medical or mental-health support. Peer Partner Support Group Facilitators provide additional lived-experience guidance. Caregivers receive regular support groups in online, in-person, and bilingual formats; ongoing caregiver trainings tailored to participant interests; consistent individualized contact through telehealth and in-home consultations; and accessible respite care available throughout the week to help sustain caregiver well-being.	**$35,000**
Felton Institute	Mental & Behavioral Health	San Mateo Suicide Prevention Mental Health Prevention addresses rising suicide risk by offering workshops that strengthen social networks, encourage help-seeking behaviors, and build connections between peers and caring adults. The program supports individuals experiencing suicidal thoughts, self-destructive behaviors, or emotional pain by combining education, awareness, and accessible services. Many people hide suicidal feelings due to self-blame or fear, leading to untreated mental health issues that carry significant social and economic costs, including emergency department visits, family disruption, and school-wide trauma when youth are involved. SMSP's mission is to meet the growing suicide crisis with continuous, around-the-clock support. The program provides comprehensive mental health services for youth and adults and is expanding services to reach older adults in crisis. Grant funding will support educational presentations for schools, senior facilities, and community groups; crisis postvention services, including the 988 call and text lines; and virtual peer-support groups for individuals who have attempted suicide or survived suicide loss.	**$70,000**

Organization	Focus Area	Program Description	Recommended Amount
First 5 San Mateo County	Preventive Health	Help Me Grow (HMG) is a national model that helps communities coordinate existing resources to support healthy child development, connect families to services, identify vulnerable children, and empower caregivers. The model operates through four integrated components: outreach to pediatric providers to strengthen developmental screening and early detection; community engagement to promote the system and support families; a centralized access point that serves as a hub for information, support, and referrals; and data collection and analysis to drive continuous improvement.	**$60,000**
Foster City Village	Healthy Living Across the Life Span	The Buddy Connection Program—originally launched as WE CARE—is now in its third year. The program was created after volunteers and board members observed high levels of isolation among members, particularly during and after the COVID-19 pandemic. The Buddy Connection pairs seniors who feel isolated with trained volunteers who offer companionship and regular engagement. Volunteers begin by visiting participants in their homes to help them feel comfortable with social interaction, then accompany them to local events, introduce them to other seniors, and support participation in activities that promote socialization, learning, and physical well-being.	**$22,000**

Organization	Focus Area	Program Description	Recommended Amount
Fresh Approach	Preventive Health	Fresh Approach will deliver 12-week VeggieRx nutrition and cooking workshops for eight participant cohorts in both English and Spanish. These evidence-based classes teach the foundations of a nourishing diet, basic cooking skills, and strategies for managing limited food resources, using curricula aligned with trauma-informed practices and adaptable to diverse ages and cultures. Participants receive weekly produce prescription vouchers redeemable at local farmers' markets, improving access to healthy foods while supporting the regional farming economy. To complement the workshops, Fresh Approach will host in-person food and nutrition demonstrations at farmers' markets, food pantries, senior centers, libraries, and other community hubs throughout the District. These demonstrations highlight culturally relevant, seasonal recipes and practical cooking skills, reinforcing the healing role of food. Outreach efforts—carried out in collaboration with senior centers, clinics, libraries, and other partners—will broaden awareness of Food as Medicine and VeggieRx, reduce language and cultural barriers, and build community familiarity with the benefits of consuming fresh, locally grown produce.	**$50,000**
GiveThx	Mental & Behavioral Health	GiveThx's Student Wellbeing program is a research-validated approach that integrates gratitude science into a curriculum grounded in the lived experiences of students. Educators in partner schools receive tailored training, develop their own shared practice lessons to foster mental health and belonging, and prepare to guide students in using the program. The program is designed for all students, ensuring each young person feels included and valued without needing to change any aspect of their identity. Its multi-year, student-centered curriculum strengthens belonging, improves mental health, and enhances peer relationships. The program's personal, student-to-student expressions of gratitude reduce isolation and stress while creating genuine moments of connection that build lasting wellbeing.	**$50,000**

Organization	Focus Area	Program Description	Recommended Amount
Healthier Kids Foundation	Preventive Health	The Healthier Kids Foundation's HearingFirst program is dedicated to screening more than 1,000 children from preschool through 8th grade in the San Bruno Park School District during the 2025–2026 school year. Aligned with the Preventive Health priority funding area, the program emphasizes early detection and preventive care for hearing concerns. Using OAE (Otoacoustic Emissions) screening devices and audiometers, HearingFirst assesses children from 6 months to 18 years old, with a typical follow-up need of approximately 4–6 percent. Following an initial referral, the program conducts a repeat screening after four to six weeks to determine whether hearing concerns related to flu or other temporary conditions have resolved. Families are supported through connections to pediatricians and audiologists when additional evaluation is needed, and Care Navigators assist parents in navigating insurance and securing timely care for their children.	**$40,000**

Organization	Focus Area	Program Description	Recommended Amount
Heart & Soul	Mental & Behavioral Health	H.O.P.E. is the first peer program in San Mateo County to provide support during hospitalization and throughout post-hospitalization recovery for individuals experiencing mental health or substance use challenges. The program offers immediate wellness tools through alternative recovery approaches and evidence-based practices, including Intentional Peer Support, Motivational Interviewing, and Wellness Recovery Action Plan (WRAP) instruction. Services include peer mentoring, family support, self-care modeling, and access to community resources, all aimed at helping participants develop self-directed plans for ongoing recovery and wellness. The program also supports successful transitions from hospitalization to community reintegration and offers coordination for supportive employment, creating pathways to enter or return to paid work in integrated settings through transitional and supportive employment opportunities. Peer Mentors encourage participants to build community connections and strengthen relationships with family members and other supportive individuals.	**$46,000**

Organization	Focus Area	Program Description	Recommended Amount
Jewish Family and Children's Services	Healthy Living Across the Life Span	JFCS' Center for Dementia Care promotes healthy aging and quality of life for older adults living with dementia and their family caregivers through early detection, intervention, prevention, education, and connection. The goal is to enable older adults to continue living in their homes for as long as safely possible and to foster social and community connections. The Dementia Care team provides coordinated, compassionate support through experienced social workers, care managers, trained caregivers, and a neurologist. Personalized care plans are developed using biopsychosocial assessments of health, daily living abilities, risks, and dementia symptoms. Care managers help implement plans, adjust care as needs evolve, and connect clients to resources such as food delivery, friendly visitor programs, and fiduciary services. Family caregivers receive education, webinars, support groups, and guidance on advanced planning and self-care. Scholarships for in-home respite care allow caregivers to rest while professionals provide personal care, safety assistance, meal preparation, transportation, companionship, and light housekeeping.	**$31,500**
Kara	Mental & Behavioral Health	As the only 'stand-alone' grief focused agency in the Bay Area, Kara will offer an array of bereavement support services through our five integrated programs (Adult Services, Youth & Family Services, Spanish Services, Community Outreach Services, and Therapy Services), providing grieving youth, adults, families and organizations the healing space, connections, and tools they need to move along their unique journey of loss toward renewed hope and meaning. Peer-based support and crisis response services are offered at no cost to those served and are offered in English and Spanish, and in person or via telehealth, as needed.	**$30,000**

Organization	Focus Area	Program Description	Recommended Amount
LifeMoves	Mental & Behavioral Health	The Behavioral Moves program at First Step for Families provides trauma-informed, no-barrier behavioral health care to families experiencing homelessness in San Mateo County. The program screens all clients for behavioral health needs at entry, offers on-site support for trauma, stress, and other mental health concerns, and trains graduate-level psychology and social work students to understand the unique challenges associated with homelessness, particularly the impacts of trauma. With support from Peninsula Health Care District, Behavioral Moves operates directly at the First Step site, ensuring immediate access to care without insurance delays, transportation barriers, or out-of-pocket costs. Embedding behavioral health into the interim housing model helps families heal, strengthens their ability to secure and maintain permanent housing, and prepares emerging behavioral health professionals to serve this population with compassion and skill—creating lasting systems of care for the community..	**$30,000**

Organization	Focus Area	Program Description	Recommended Amount
MELP/Able Closet	Mental & Behavioral Health	The MELP (Medical Equipment Loan Program) and AbleCloset programs provide free durable medical equipment to community members in need. MELP focuses on standard mobility and safety items for adults, while AbleCloset specializes in highly adaptive equipment for children with moderate to severe disabilities. Both programs receive donated equipment, clean and repair items as needed, and loan them out at no cost. Donations are inspected weekly at warehouse sites in San Carlos and South San Francisco, with usable items added to inventory and unusable or surplus equipment redirected to nonprofit partners for repair, recycling, or international donation to prevent landfill waste. Each Saturday, volunteers distribute equipment and personal care items to clients, while data entry staff maintain accurate inventory and service records. Over four years, MELP and AbleCloset have grown into a robust operation supported by community partners, funding, and volunteers. A licensed occupational therapist trains volunteers on the features and proper use of each type of equipment, and clients are invited to share feedback on the impact the program has had on their mobility, safety, and overall wellbeing.	**$43,154**

Organization	Focus Area	Program Description	Recommended Amount
One Life Counseling Center	Mental & Behavioral Health	One Life's Free and Low-Fee Child-Parent Psychotherapy program supports children ages 0–12 and their families by tailoring services to each client's cultural and linguistic background, schedule, income level, and mental health needs. Families are matched with an appropriate therapist and a low-fee payment plan, and receive culturally responsive, linguistically accessible counseling during moments of acute mental health crisis. All participating families are economically disadvantaged and face barriers such as cost, scheduling challenges, and language or cultural obstacles that would otherwise prevent them from accessing professional therapy. In addition to providing therapy sessions to families, the program connects clients to a continuum of community resources, including food pantries, financial assistance, English classes, medical and legal services, and housing support. Clients may also participate in group counseling and receive guidance from Peer Counselors, who help families navigate systems and identify supportive community partners and services.	**$70,000**
Peninsula Family Service	Healthy Living Across the Life Span	The Peer Counseling program at Peninsula Family Service (PFS) trains volunteer counselors to provide weekly one-on-one group support and companionship to diverse community members (aged 55+) to help manage the life changes and transitions of older adults, such as health concerns, mobility issues, caregiver needs, grief, and loneliness. Older adults are referred for being at risk for out of home placement, mental illness, depression, anxiety, severe isolation, or other issues to PFS by the County of San Mateo Behavioral Health and Recovery Services (BHRS), as well as by family, friends, self-referrals; hospital discharge planners; community and aging services; and home health agencies.	**$70,000**

Organization	Focus Area	Program Description	Recommended Amount
Peninsula Jewish Community Center	Preventive Health	Pink Power at the PJCC is an evidence-based exercise program designed to support post-operative breast cancer survivors through individualized training that enhances recovery, strength, and overall well-being. Developed at the PJCC in Foster City, the program helps participants improve mobility, reduce fatigue, manage stress, and experience gains in confidence, energy, sleep quality, and weight control. Many also see improvements in quality of life across physical, emotional, social, and functional domains, along with reductions in body fat, lymphedema, and limitations in shoulder and scapular movement. Services include comprehensive fitness assessments before and after the program, a series of private training sessions tailored to each participant's needs, and optional nutritional guidance to further support long-term health and recovery.	**$15,000**
Peninsula Volunteers	Healthy Living Across the Life Span	PVI Meals on Wheels (MoW) serves as a vital lifeline for seniors and people with disabilities who are unable to shop or cook and who lack a reliable support system. Each client receives an initial comprehensive assessment, followed by regular reassessments to ensure their evolving needs are met. Nutritious meals are delivered directly to clients' homes, where trained staff and volunteers also perform wellness and safety checks. Clients further benefit from referrals to community services, health evaluations, and nutritional education that supports long-term wellbeing. Through this combination of meal delivery and wraparound care, MoW helps clients maintain stability, independence, and overall health.	**$60,000**

Organization	Focus Area	Program Description	Recommended Amount
Peninsula YMCA	Mental & Behavioral Health	Community as Medicine (CAM), launched in 2016 in partnership with Open-Source Wellness, transforms the familiar guidance to “eat better, exercise more, reduce stress” into practical, socially supported habits that people can sustain. The program creates community-driven environments where healthy behaviors become enjoyable, accessible, and part of daily life. CAM consistently delivers strong outcomes, including significant reductions in blood pressure, depression, and anxiety, along with substantial increases in physical activity. Since its inception, the program has been successfully implemented across YMCAs, Alameda County Recipe for Health, Bay Area Community Health, and Kaiser Permanente, demonstrating its adaptability and effectiveness across diverse settings.	**$65,000**
Ravenswood Family Health Center	Preventive Health	The Health Education and Prevention Programs include two core initiatives, beginning with the Comprehensive Diabetes Management Program. This program provides culturally and linguistically responsive support to patients managing chronic conditions such as diabetes and hypertension. Health Coaches—certified medical assistants fluent in English and Spanish or English and Tongan—offer medication counseling, coordinate care, address care gaps, and facilitate follow-up with external providers. They also monitor vital signs, conduct glucose and foot exams, provide self-care education, and perform retinal screenings. Through this integrated approach, the program helps patients manage their conditions more effectively, improve health outcomes, and reduce long-term complications.	**$20,000**

Organization	Focus Area	Program Description	Recommended Amount
San Mateo County Health Foundation	Preventive Health	Caring Hands in Health is the San Mateo County Health Foundation's essential support program for vulnerable patients and families, providing immediate stabilization during medical crises and promoting long-term wellness through preventive assistance. Working closely with hospital staff and social workers, the program identifies individuals at risk of financial hardship due to uncovered medical costs or unmet basic needs, offering targeted support such as prescription coverage, housing assistance, nutritious food, medical supplies, and transportation to essential appointments. This rapid intervention prevents short-term health issues from escalating into prolonged financial and emotional instability. By addressing both medical needs and the social determinants that influence health, Caring Hands supports true healing for low-income and marginalized communities that make up much of San Mateo County Health's patient population. The program helps families focus on recovery rather than survival, turning medical emergencies from overwhelming crises into manageable challenges and strengthening overall community health and resilience.	**$60,000**

Organization	Focus Area	Program Description	Recommended Amount
San Mateo Police Activities League	Healthy Living Across the Life Span	San Mateo PAL's Promoting Healthy Futures program offers supervised recreational, social, and cultural activities for youth ages 5–20 in the PHCD area after school. All activities integrate education and hands on learning focused on physical fitness, social-emotional wellbeing, healthy lifestyles, self esteem, and positive peer and adult relationships. Programming includes seasonal recreation and enrichment clubs, outdoor adventures in local parks and beaches, leadership and volunteer opportunities for teens, diversion and prevention services for first time juvenile offenders, and career-readiness support for youth transitioning between school stages. PAL also operates a dedicated teen hangout space at the Dr. Martin Luther King, Jr. Recreation Center, provides back to school supplies, and offers family support, parenting education, mental health counseling, and culturally responsive care coordination in partnership with local organizations.	**$50,000**
Second Harvest	Healthy Living Across the Life Span	Second Harvest of Silicon Valley will collaborate with 24 partner agencies in the PHCD service areas of San Mateo, Foster City, Millbrae, San Bruno, and Burlingame to distribute free nutritious food to an average of 21,000 clients each month in 2026 and 2027. Distributions offer a balanced selection of fresh produce, high-quality proteins and dairy, and healthy grains. Clients who visit weekly typically receive groceries valued at approximately $200 per month, allowing them to redirect limited income toward essential expenses such as rent and medication. In addition to food distribution, Second Harvest will prescreen 2,000 households in San Mateo County for CalFresh eligibility and enroll 450 qualifying households in the program, expanding their ability to purchase nutritious food independently. The organization will also collaborate with 18 medical partners to screen patients for food insecurity and provide 500 referrals for those in need. Food Connection staff will follow up with each referred client to ensure access to nearby sources of free, healthy food.	**$70,000**

Organization	Focus Area	Program Description	Recommended Amount
The HEAL Project	Preventive Health	The HEAL Project's Farm Field Trip Program serves more than 3,500 elementary school students across San Mateo County each year, with nearly half coming from schools within the PHCD service area. Most participants are in grades K–5, and more than 40 percent attend disadvantaged schools that receive free or significantly subsidized field trips. During their visit to the San Mateo County School Farm, students take part in hands-on lessons centered on Health, Environmental, and Agricultural Literacy. The program offers a distinctive approach to nutrition education by allowing students to harvest fresh produce, taste new foods, and experience the work involved in growing healthy ingredients. Each child plants a seed, harvests produce, and prepares a nutritious snack, building confidence and practical understanding of healthy eating. Teachers and parents consistently report that students are more open to trying fruits and vegetables after engaging directly with them on the farm.	**$60,346**

Organization	Focus Area	Program Description	Recommended Amount
Villages of San Mateo County	Healthy Living Across the Life Span	Villages of San Mateo County addresses the urgent and growing needs of a rapidly aging population in a county where isolation and loneliness have been declared a public health crisis. Its volunteer-driven model strengthens social connection through cultural outings, regular social gatherings, educational events, wellness activities, and interest-based groups that help older adults build meaningful relationships and reduce isolation. Membership and volunteer engagement continue to grow steadily, reflecting strong community demand and program effectiveness. In addition to fostering connection, Villages volunteers provide essential practical support that enables older adults to age safely at home, including transportation, home safety improvements, maintenance assistance, technology help, and friendly visits. The organization is also expanding services to help members navigate age-related transitions by offering expert-led workshops, outreach from a dedicated care team with gerontological experience, and coordinated referrals to community resources, ensuring older adults receive comprehensive support during pivotal life changes.	**$35,000**

Organization	Focus Area	Program Description	Recommended Amount
Vista Center for the Blind	Healthy Living Across the Life Span	Vista Center's Vision Loss Rehabilitation Program supports clients of all ages through two integrated service areas: Independent Living Skills and Life Enrichment Services. Because vision loss affects individuals differently—whether from birth, progressive conditions such as macular degeneration or diabetic retinopathy, or sudden loss due to trauma or illness—each client receives a personalized service plan based on their goals and needs. Instructors work one-on-one with clients to rebuild daily living skills, from cooking and medication management to independent travel and technology use, restoring not only function but also confidence, autonomy, and long-term safety. Life Enrichment Services address the emotional impact of vision loss by helping clients regain joy, connection, and community. Through counseling and a range of inclusive activities such as music, fitness, and art classes, clients strengthen their mental well-being, reduce isolation, and rediscover purpose. Together, these services enable clients to live independently, pursue meaningful activities, and build a life they love.	**$60,000**

Peninsula HEALTH CARE DISTRICT
Building a Healthier Community

DATE: December 11, 2025

TO: PHCD Board of Directors

FROM: Ana M. Pulido, Chief Executive Officer

SUBJECT: First Reading: Updated Employee Handbook

Background
The Peninsula Healthcare District's Employee Handbook ("Handbook") was last formally updated by the Board of Directors in November 2019, and several legal changes have occurred since that time.

Over the past few months, staff has worked closely with legal counsel to review the Handbook, ensure alignment with current best practices, and confirm consistency with applicable legal requirements. A copy of the updated Handbook in both a clean version and a version showing tracked changes has been provided to the Board for review.

Some of the more substantive edits include the following:

Anti-Harassment: Anti-Harassment policy has been updated to make clear that it applies to all "workers" against harassment from others in the workplace. The policy also now ensures that each employee has a means for raising concerns. All supervisors can receive complaints and, from there, forward them to the CEO or the CFO for investigation and resolution.

Equal Employment Opportunity: Employees are directed to provide EEO-related concerns to the CEO, to ensure that any complaints or concerns are handled promptly and in a consistent manner. This is different from harassment-related complaints, which can be brought to any supervisor. Similar changes were made in other policies, where consistent handling by one individual is preferable (i.e., for requests for accommodation).

Leaves of Absence: This policy was updated to reflect that the District provides leaves of absence to all employees where required by law. There are a number of laws requiring leave to be provided in a variety of circumstances, not all of which are detailed within the handbook. The Health Insurance Premium reference was deleted, as the District is required to continue District-provided benefits under certain leaves of absence laws.

Pregnancy Disability: The Pregnancy Disability Leave policy was updated to reflect current law. The prior policy allowed for six months of leave – the law actually allows for 17 1/3 weeks (or 4 months), combined with the right to take an additional 12 weeks of leave for baby bonding.

Paid Time Off: The PTO policy was updated to ensure that employees can use it for reasons allowed by California's sick leave law.

California Paid Sick Leave: A sick leave policy was added for those who aren't eligible to earn PTO (i.e., temporary employees). This is required by California law.

Family/Medical Leave: Because the California Family Rights Act now applies to employers with 5 or more employees, the District needs to have a CFRA/family medical leave policy. This policy includes the general requirements and is applicable to those who have worked for the District for more than 1 year and who have worked more than 1,250 hours in the preceding 12 months.

Bereavement Leave: The bereavement leave provisions were updated to comply with existing law.

Reproductive Loss Leave: A Reproductive Loss Leave policy was added, which is now a requirement. It allows for unpaid leave of up to 5 days for each reproductive loss, but employees can opt to use their existing PTO or sick leave accruals.

Domestic Violence Leave: This policy was updated to reflect changes in the law (expanded rights and reasons for leave).

Lactation Accommodation: Some additional requirements were added that must be satisfied in connection with providing a lactation accommodation to eligible employees (i.e., what the space has to provide).

Open Door: This policy has been updated to provide a process that concludes with the CEO (in lieu of providing an avenue for grievances to be presented to the entire Board).

Conflicts of Interest: A disclosure requirement has been added, requiring employees to disclose if they have a personal relationship that could implicate the concerns listed.

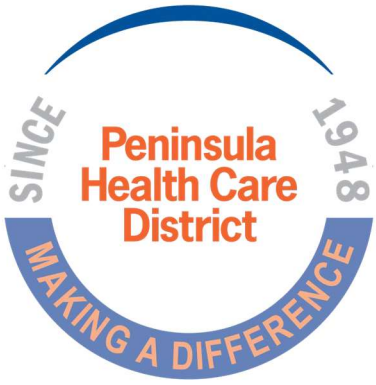
Overtime: The District, as a public entity, is subject to the federal FLSA and not to state overtime requirements. This means that the District is obligated to pay overtime for hours exceeding 40 in one week. The District previously updated these policies to allow for payment of only weekly overtime (omitting the daily overtime).

Meal and Rest Periods: This policy entitles all employees to receive meal periods (at least 30 minutes in duration) by the 5th and 10th hour of work.

Involuntary Termination: As an at-will employer, the District does not have an established system of progressive discipline. While the District certainly could decide to provide lower levels of discipline prior to proceeding to termination of an employee, the District is not obligated to do so.

Voluntary Resignation: The advance notice requirements when an employee resigns (specified as two weeks) are voluntary and not required.

These are the primary updates that have been made to ensure best practices and legal compliance.



Employee Handbook

October 2018
~~Reviewed~~ Updated ~~**November** 2019~~**November 2025**

Table of Contents

Required Policies **4**
Introductory Statement 5
Anti-Harassment 6
At-Will Employment Status 7
Equal Employment Opportunity 8
Accommodation 1O
Right to Revise 11

Hiring **12**
Job Duties & Employment 13

Leaves of Absence **15**
Leaves of Absence 16
Bereavement Leave 16
Pregnancy Disability Leave 17
Paid Time Off 19
Time Off for Voting 20
School or Child Care Activities Leave 22

Benefits **23**
Benefit Eligibility 24
External Employee Education 25
Workers' Compensation 25
Holidays 27
Paid Family Leave 27
Lactation Policy 28
Insurance Benefits 28

Management. **30**
Employee Property 31
Names and Addresses 31
Open-Door 31
Performance Evaluations 31
Personnel Records 32
Workplace Privacy 32

District Property **33**
Electronic and Social Media 34
Employer Property 36
Housekeeping 37
Nondisclosure or Use of Trade Secrets 38
Smoking 38

Employee Conduct **39**

Business Conduct and Ethics 40
Conducting Personal Business 40
Confidentiality 40
Conflicts of Interest 40
Patient Relations 40
Dress Code and Other Personal Standards 41
Drug and Alcohol Abuse 41
Off-Duty Conduct 42
Other Employment 42
Prohibited Conduct 42
Punctuality and Attendance 44

Wages 45
Overtime for Non-Exempt Employees 46
Pay for Mandatory Meetings/Training 46
Payment of Wages 47
Timekeeping Requirements 48
Work Schedules 48

Safety and Health 50
Ergonomics 51
Fragrance Policy 51
Security 51
Workplace Violence 51
Health and Safety 52

Termination 53
Employee References 54
Involuntary Termination and Progressive Discipline 54
Voluntary Resignation 55

Confirmation of Receipt 56

~~Required Policies~~Employment Standards

Introductory Statement

Welcome! As an employee of Peninsula Health Care District (the "District"), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Districts.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time, exempt and non-exempt employees.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

All employees, applicants, and independent contractors ("workers") working with the District are to be treated with respect and dignity. The District is committed to providing a work environment free of harassment and discrimination based on such factors as ~~, disrespectful or other unprofessional conduct. The District policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on~~ sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (including hair styles associated with race such as braids, locs, or twists), religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, or any other basis (or combination thereof) protected by federal, state or local law ~~or ordinance or regulation~~. This policy also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any (or combination) of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Harassment and discrimination are unlawful and ~~All such conduct~~ violate~~s~~ District policy. The District strongly disapproves of and will not tolerate harassment or discrimination of workers by managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment or discrimination of its workers by others with whom the District has a business, service, or professional relationship, including ~~The District's anti- harassment policy applies to all persons involved in the operation of the District and prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors and managers, as well as~~ vendors, patients, independent contractors and any other persons. ~~It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.~~

Sexual harassment is a form of harassment. Sexual harassment includes the making of any unwelcome advances and/or visual, verbal, or physical conduct of a sexual nature, as well as offering employment benefits in exchange for sexual favors or threatening reprisals after a negative response to a sexual advance. The definition of sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited harassment~~, disrespectful or unprofessional conduct~~ includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by practice policy.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to the CEO as soon as possible after the incident. In the alternative, you can bring your complaint to the CFO as soon as possible. You can also contact your own supervisor or any other supervisor. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. The CEO (or the CEO's designee) will immediately undertake an effective, thorough and objective investigation of the allegations. In the CEO's absence, the CFO will undertake the investigation and confer with the CEO. Confidentiality will be maintained to the extent possible.

If harassment or discrimination is not reported, it cannot be investigated. Every worker's cooperation is crucial. There will be no retaliation against the complaining party either by management or other workers for making, in good faith, a complaint or participating, in good faith, in the investigation of any complaint. Any complaints of

retaliation will be investigated pursuant to these same procedures.

If the District determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. The CEO will advise all parties concerned of the results of the investigation (which will be limited to whether the complaint was substantiated or not – no other details will be provided). The District will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The District ~~encourages~~ requires all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California ~~Department of Fair Employment and Housing~~Civil Rights Department investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or retaliated against for resisting or complaining, you may file a complaint with the District's Board of Directors for resolution; and, if not resolved, to the appropriate external agency. While the District provides training to its employees as required by applicable law, employees can also access training available from the California Civil Rights Department at https://calcivilrights.ca.gov/shpt/.

At-Will Employment Status

District personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the District. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the District has any authority to enter into an agreement for employment. Only the CEO has the authority to make any such agreement, which is binding only if it is in writing and signed by the CEO.

Nothing in this at-will statement is intended to interfere with ~~ari~~ an employee's rights to communicate or work with others ~~toward altering~~regarding the terms and conditions of ~~his or her~~ employment.

Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

However, any such changes must be in writing and approved by the CEO of the District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Equal Employment Opportunity

The District is an equal opportunity employer and makes employment decisions based on merit. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on race (including hairstyles associated with race such as braids, locs, or twists), color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military or veteran status, or any other consideration (or combination thereof) made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

~~All such discrimination is unlawful.~~

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a ~~written~~ complaint to ~~your supervisor or the individual with day-to-day personnel responsibilities~~the CEO. Your complaint will be handled in accordance with the provisions of the District's Anti-Harassment Policy. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the CEO or CFO. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

~~To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.~~

~~Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the CEO and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations if any that will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the CEO and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.~~

Religious Accommodation

The District will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to the District.

The District has developed an accommodation process to assist employees and management. Through this process, the District establishes a system of open communication between employees and the District to discuss conflicts between religion and work and to act to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and ~~his or her~~the request for accommodation to the CEO to initiate the accommodation process. The District requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Disability Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of ~~his or her~~the employee's job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact ~~your~~ the employee's supervisor to request such an accommodation. Administration will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the District receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform ~~his or her~~ essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The District will evaluate information obtained from the employee, and possibly ~~his or her~~the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). ~~If an identified accommodation is reasonable and will not impose an undue hardship on the District and/or a direct threat to the health and/or safety of the individual or others, the District will generally make the accommodation or it may propose another reasonable accommodation that may also be effective.~~ Employees are required to cooperate with this process by providing all necessary supporting documentation of supporting the need for accommodation, and being willing to consider alternative accommodations when applicable. The District will consider all suggestions identified by the employee and retains ultimate discretion as to what, if any, accommodation to provide.

The District will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation if supported by medical documentation and/or as required by applicable federal, state or local law.

~~Employees who wish to request unpaid time away from work because of a qualifying disability should speak to your supervisor regarding a proposed accommodation.~~ The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Accommodation for Victims of ~~Domestic Violence, Sexual Assault or Stalking~~Qualifying Acts of Violence

The District will make reasonable accommodations for any employee who reports that ~~he or she~~the employee is the victim (or the relative of a victim) of ~~domestic violence, sexual assault or stalking~~a qualifying act of violence and requests that the District accommodate ~~his or her~~the employee's safety while at work, unless providing the accommodation will impose an undue hardship on the District's business operations or violates the District's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs at the workplace; safety procedures; or any other adjustment to a job structure, workplace facility or work requirement in response to a domestic violence, sexual assault or stalking or referral to a victim assistance organization.

The District may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. The District may also require an employee to provide a certification, such as police report, court order or documentation from a medical professional, that the employee is the victim of domestic violence, sexual assault or stalking and may request recertification every six months.

Employees must notify the District if their needs change or if they no longer need an accommodation.

The District will keep all information submitted in connection with an employee's request for an accommodation confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests a reasonable accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the CEO.

Accommodation for Drug or Alcohol Treatment or Rehabilitation

The District will attempt to reasonably accommodate employees with chemical dependencies (drugs or alcohol), if they voluntarily wish to seek treatment and/or rehabilitation, unless the accommodation imposes an undue hardship on the District's business operations. The District's support for treatment and rehabilitation does not obligate the District to hire or employ any person who violates the District's drug and alcohol abuse policy or who, because of current use of drugs or alcohol, is unable to perform ~~his or her~~the employee's duties or cannot perform the duties in a manner that would not endanger ~~his or her~~the employee's health or safety or the health or safety of others.

The District will keep all information submitted in connection with an employee's enrollment in a drug or alcohol rehabilitation program confidential to the extent permissible by law. Time off for these purposes is unpaid. However, employees wishing to take such leave may utilize their accrued paid time off, if applicable.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact ~~your supervisor~~the CEO.

~~Right to Revise~~

~~This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.~~

~~The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the CEO of the District.~~

~~Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.~~

~~This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.~~

Hiring

Job Duties

During the introductory period, the CEO and/or your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of the District. Your cooperation and assistance in performing such additional work is expected.

Consistent with the at-will policy, t~~T~~he District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Employment - Classification

New Hires

During ~~The~~ the first 90 days of continuous employment at the District, employees ~~is considered an introductory period~~will complete a waiting period for certain District-provided benefits. ~~.~~ Completion of the introductory period and becoming eligible for certain benefits does not change your at-will status or entitle you to remain employed by the District for any definite period. ~~Your status as an at-will employee does not change.~~ T~~t~~he employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the District.

~~The first 90 days of continuous employment at the District is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether you are satisfied with your job. The CEO will closely monitor your performance.~~

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Full-Time Employees

Full-time employees are those who are normally scheduled to work and who do work a schedule of forty (40) hours per week. Full-time employees are eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law.

Part-Time Employees

Part-time employees are those who are normally scheduled to work and who do work fewer than forty (40) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may be eligible for some, but not all employee benefits described in this Handbook. Eligibility for benefits is addressed by individual policies.

Temporary and On-Call Employees

The District may hire employees for specific periods of time (temporary). An employee hired under these conditions is normally considered a Temporary employee. The job assignment, work schedule and duration of the

position will be determined in the sole discretion of the District on a case-by-case basis. If you are designated as a Temporary employee, you are not eligible for benefits other than those required by state and federal laws.

Independent Contractors

An "independent contractor" is a company or individual retained by the District to provide services in a manner that falls outside the scope of an "employment relationship," as defined by the Internal Revenue Service.

Leaves of Absence

Leaves of Absence

The District may grant leaves of absence to employees in certain circumstances. Absence requests should be submitted in writing to the CEO. Request any leave as far in advance as possible~~, keep in touch with the CEO during your leave,~~ and give prompt notice of any change in your anticipated return date. ~~Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.~~ If your leave expires and you fail to return to work without contacting the CEO, the District will assume that you do not plan to return and that you have voluntarily terminated your employment. If you need leave for a reason that is not addressed in this handbook, see the CEO. The District provides employees with all leaves of absence required by applicable law.

~~**Health Insurance Premium**~~

- ~~The District does not continue to pay premiums for health insurance coverage for employees on leaves of absence. However, you may self-pay the premiums under the provisions of COBRA of 1985. The CEO or CFO can give you additional information.~~

~~Bereavement Leave~~

~~The District grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the District. The employee's supervisor may approve additional unpaid time off.~~

Pregnancy Disability Leave and Transfer Privileges

The District provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternate position.

An employee should make requests for pregnancy disability leave to the CEO at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for pregnancy disability leave and stating:

- The date on which the employee became disabled due to pregnancy, childbirth or related medical condition, or the date on which the need for a transfer became medically advisable;
- The probable duration of the period or periods of disability or the need for transfer; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

Re-certification may be required if the employee requests an extension beyond the original certification.

Any changes in this information contained in the health care provider's statement should be promptly reported to the CEO.

Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (or 17 1/3 weeks). Part-time employees are granted unpaid leave on a pro-rata basis.

Pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment of time that can be used for such leave is 0.25 of an hour. The District may transfer the employee to an alternate position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternate position.

Regarding compensation and benefits during leave:

- While Receiving Wage Replacement Benefits. While an employee receives SDI or other wage replacement benefits, she can choose whether to supplement those benefits with accrued PTO. The District integrates all available paid time off with SDI benefits (meaning that an employee can use a portion of available paid time off during any time the employee is receiving SDI benefits). This integration is intended to allow an employee to use available paid time off on a pro rata basis while receiving SDI in order to receive full compensation for a period of time. At no time while an employee is on pregnancy disability leave should an employee receive more than 100% of her normal compensation.
- While on Otherwise Unpaid Leave. During the otherwise unpaid portion of leave, an employee taking pregnancy leave has the choice as to whether to exhaust available PTO. Substituted paid leave time will be counted toward the 17 1/3 week entitlement. After using forms of paid leave (or, if the employee elects not to), the employee's leave will continue on an unpaid basis.
- No Continued Accruals. Employees on unpaid leave will not continue to accrue PTO, unless otherwise required by applicable law. For any time an employee is using a pro rata portion of accrued leave to integrate benefits with SDI, the employee will continue to accrue further paid leave benefits on a pro rata basis.

- Benefit Continuation. The District will allow the employee to continue participating, as required by law, in any group health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for up to a maximum of 17 1/3 work weeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of the pregnancy disability leave. Unless required by law or District policy, benefits will be continued at the conclusion of that period, and the employee will be offered the ability to obtain continuation coverage under COBRA.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave must provide the CEO with at least two weeks' advance notice of the date she intends to return to work.

When a pregnancy disability leave ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Pregnancy Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of pregnancy disability leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

An employee returning from pregnancy disability leave must submit a health care provider's verification of her fitness to return to work.

If an employee fails to report to work promptly at the end of the pregnancy disability leave and does not obtain approval for an extended leave, the District will consider whether the employee may be eligible for continued leave under other leave policies or as a possible disability-related accommodation. If an employee altogether fails return to work and does not contact the District at the conclusion of leave, the District will treat the failure to return as a voluntary resignation.

~~Any female employee planning to take pregnancy disability leave should advise the CEO as early as possible. The individual should make an appointment with the CEO to discuss the following conditions:~~

- ~~Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to six months. Part-time employees are entitled to leave on a pro rata basis. The six months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.~~
- ~~The District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.~~
- ~~Employees who need to take pregnancy disability must inform the District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the CEO regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider;~~
- ~~If30 days' advance notice is not possible, notice must be given as soon as practical;~~
- ~~Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;~~
- ~~Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:~~
  - ~~A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.~~
  - ~~The date on which the employee became disabled due to pregnancy;~~
  - ~~The probable duration of the period or periods of disability; and~~

- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued PTO if any (if otherwise eligible to take the time) during a pregnancy disability leave.

Leave does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of one day at a time.

~~If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.~~

~~Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.~~

~~Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of six months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.~~

~~PDL may impact other benefits or a seniority date. Please contact the CEO for more information.~~

Paid Time Off

Intro

The District believes an employee should have opportunities to enjoy time away from work. The District's paid time off (PTO) policy benefits eligible employees. Employees may use PTO for paid vacation leave, paid sick leave (including all reasons authorized by California's mandatory sick leave law), or any other type of paid time off. [The District recognizes ~~nine~~ thirteen (13~~9~~) paid holidays that are ~~paid out~~provided separately from the PTO accruals.]

Eligibility

Paid Time Off benefits are provided to all employees (except for temporary employees) and accrual starts on Day I of employment. New employees will not be eligible to use PTO until their 91st day of employment.

Accrual of PTO

Eligible full-time employees accrue PTO based on years of service, per hour ~~(exempt employees: per pay period)~~ worked (excluding overtime hours) according to the following schedule, based on the anniversary year:

Full-Time Empgloyees *(*40 Hours Per Week),

Length of Service	Accrual Rate	Annual PTO Accrual*	Accrual Cag
0 - I year's service	0.05000 per hour	13 days	*NIA*
1-3 years' service	0.07692 per hour	20 days	30 days
4-10 years' service	0.09615 per hour	25 days	37.5 days
10 years or more	0.11538 per hour	30 days	45 days

*Part-Time non-exempt employee accrual is based on hours worked.

Eligible full-time exempt employees accrue PTO based on 80 hours worked each pay period.

Separation from Employment

An employee whose employment terminates will be paid out for any accrued and unused PTO.

Requesting PTO and Documentation

Employees may request to take accrued PTO after 90 days of employment, as work schedules permit. PTO must be cleared with the CEO and should be requested at least 2 weeks in advance, if PTO is used for time off other than sick leave. The District schedule may determine permissible PTO periods, which employees may need to defer or otherwise adjust accordingly, based on operational needs.

All PTO requests must be documented and approved by CEO.

PTO can be used in two-hour increments.

Rate of Pay and Overtime

For nonexempt employees, PTO is paid based on the employee's straight time pay rate in effect at the time the PTO is taken. PTO is not considered time worked for the purpose of calculating overtime for the week in which the PTO was taken.

Reasons PTO May be Used

Employees may use PTO for paid vacation leave, paid sick leave, or any other type of paid time off. Leave under this policy may be used in connection with the diagnosis, care or treatment for an existing health condition or preventive care for the employee or the employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents, siblings, and "designated person." For purposes of this policy, "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Leave under this policy may also be used for employees who are the victims of a qualifying act of violence and who need to obtain medical care or certain types of assistance. Leave for these reasons can also be used when an employee's family member is a victim of a qualifying act of violence.

Required Use of PTO before Unpaid Leave

You are required to take accrued and unused Paid Time Off (PTO) before taking unpaid leave or having unpaid absences. Where allowed, Family and Medical Leave (under ~~both state and federal~~applicable law) is included in this requirement, unless the absence is pregnancy-related. Employees who are absent because of their own

"

disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued PTO, PTO will be used for the first 7 days before SDI payments begin.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused PTO.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused PTO, up to a maximum of two weeks in a 12-month period.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused PTO.

PTO and Workers' Compensation Benefits

PTO is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused PTO, the additional absences from work will be paid with the use of PTO.

Jury Duty and Witness Leave

If you are called for jury duty, we wish to help you minimize financial losses because of such service. The District will continue to pay regular pay for a maximum of one week of which the calculation is based on the employee's regular schedule. For jury duty in excess of one week, you may request Paid Time Off or Unpaid Leave in accordance with applicable policies.

To be eligible for these Jury Duty Leave benefits you must notify the CEO as soon as possible after receiving the jury summons.

On any scheduled day during which you are not required to serve, you will be expected to return to work. In order to receive paid Jury Duty Leave, you must submit a statement of jury service to the personnel administrator.

You may retain any mileage allowance or other fee paid by the court for jury services.

California Paid Sick Leave

Employees who are not eligible to earn PTO are eligible to earn California Paid Sick Leave in accordance with the California law. California Paid Sick Leave may be taken for below prescribed purposes:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild, sibling, or "designated person." For purposes of this policy, "designated person" means a

person identified by the employee at the time the employee requests paid sick leave. An employee can designate one person per 12 month period, measured from the time the employee first designates a person. Additionally, California Paid Sick Leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Accrual: Employees are provided with paid sick leave at the rate of five (5) days or forty (40) hours per year, whichever is greater. This amount is provided at the beginning of each calendar year. Unused sick leave does not roll over from year to year. Employees hired mid-year will be provided with a lump sum on their hire date (subject to use requirements) and provided with annual sick leave every January thereafter.

Eligibility: Employees are eligible to start earning sick leave upon hire. Employees can use sick leave after being employed by the District for ninety days. Employees can use up to 40 hours of sick leave each calendar year.

Separation of Employment: Upon separation of employment (voluntary termination, involuntary termination, etc.), employees are not entitled to be compensated for unused California Paid Sick Leave. However, previously unused paid sick days will be reinstated if an employee separates from employment and then is rehired by the District within one year.

To the extent possible, employees must provide reasonable advance notice of their need for sick leave under this policy. If the need is not foreseeable, the employee must provide notice as soon as practicable. Sick leave will not constitute a break in service for the purpose of District benefits or seniority.

Family Medical Leave

The District provides eligible employees with family medical leave ("Family and Medical Leave") under the California Family Rights Act ("CFRA").

Reasons for Leave.

Family and Medical Leave may be taken for the birth of the employee's child, the placement of a child with the employee for adoption or foster care, to care for the employee's spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job. Leave can also be taken for certain military-related reasons as further detailed below. For purposes of this policy, a "serious health condition" does not include pregnancy or any related medical condition. For purposes of this policy, "designated person" means any person related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify the designated person at the time the employee requests leave. The District limits an employee to one designated person per 12-month period for family care and medical leave.

Eligibility.

To be eligible for Family and Medical Leave, an employee must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin.

Duration.

Employees may take up to a maximum of twelve (12) workweeks of Family and Medical Leave within a 12-month period. The District uses a "rolling" 12-month period to determine an employee's eligibility for leave. The 12-month period is measured backward from the date an employee uses any Family and Medical Leave.

Leave may be taken intermittently (in blocks of time or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one-quarter of an hour (0.25).

Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. The minimum duration for leave taken in connection with the birth, adoption, or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

Procedures.

Please contact the CEO as soon as you become aware of the need for Family and Medical Leave. If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. For any planned medical treatment, employees must consult with their supervisor regarding the need for leave and must make a reasonable effort to schedule any treatment so as to minimize disruption of the District's operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:

i. the date of commencement of the serious health condition;

ii. the probable duration of the condition; and

iii. that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

The District will require certification by the employee's health care provider that the employee is fit to return to his/her job.

If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:

i. the date of commencement of the serious health condition;

ii. the probable duration of the condition;

iii. an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse; and

iv. confirmation that the serious health condition warrants the participation of the employee.

Recertification may be required if the employee requests an extension beyond the original certification.

Compensation.

(1) While receiving wage replacement benefits. For any period of time that an employee is eligible for and receiving any type of wage replacement benefits (i.e., disability benefits, SDI, PFL, and/or workers' compensation benefits), the employee is not required to use accrued sick leave or PTO in connection with the employee's Family and Medical Leave. The employee may, however, choose to supplement these forms of wage-replacement payments with accrued paid leave on a pro rata basis, so long as the employee's pay does not exceed their normal wage. Should an employee desire to supplement SDI benefits with accrued sick and/or PTO leave, the District will integrate benefits with paid leave.

(2) While on otherwise unpaid leave. If an employee is on family and medical leave for the employee's own serious health condition and is not receiving any wage replacement benefits from another source, the employee must use any available sick leave and PTO during the leave. (See Pregnancy Disability Leave policy for rule applicable to employees disabled by pregnancy). If an employee is on Family and Medical Leave to care for a family member or bond with a new baby, the employee must use all available PTO during the leave and, at the employee's choice, may use available sick leave.

Once all sick leave and PTO is exhausted (or if the employee has the choice and elects not to use it), Family and Medical Leave will continue on an unpaid basis for the remainder (if any) of the available 12-weeks. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

During any period of unpaid leave, employees will not continue to accrue sick leave, PTO, or any other forms of paid time off and will not be paid for holidays that occur during the leave.

Benefits.

An employee taking Family and Medical Leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working, and the employee is expected to continue to pay the employee's share of the monthly premiums (either by way of payroll deduction during any period of paid leave or by way of separate payment to the District). The continued participation in health benefits begins on the date leave first begins.

Employees are eligible for a maximum of 12-weeks benefits continuation during any 12-month period, unless otherwise required by law. If leave lasts longer than 12 weeks and if the law does not otherwise require benefits to be continued, then the employee will be placed on COBRA and can opt for continued coverage at the employee's own expense. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

Qualified Exigency Leave.

Eligible employees with a spouse, domestic partner, child, or parent on active duty or called to active duty in the armed forces of the United States may take up to the normal 12 weeks of leave because of any "qualifying exigency." For purposes of this policy, "qualifying exigency" includes: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) finance and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities agreed to by the employer and the employee.

(1) Amount of Leave. For a qualifying exigency, an employee is entitled to a maximum of 12 weeks leave (when combined with leave for any other qualifying reason) in accordance with the rolling 12-month period measured backward.

(2) Procedures. Please contact the CEO as soon as you become aware of the need for any type of qualified exigency leave. Except in the case of exigency leave for short-notice deployment, the District requires certification of the need for leave.

Reinstatement.

Upon return from a Family and Medical Leave, an employee will be reinstated to his/her original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

As stated above, when an employee takes leave on account of the employee's own serious health condition, the District requires certification, prior to reinstatement, by the employee's health care provider that the employee is fit to return to his/her job.

If an employee fails to report to work promptly at the end of the Family and Medical Leave and fails to obtain approval for an additional personal leave of absence, the District will treat the failure to return as a voluntary resignation.

Extended Medical Leave.

If an employee is unable to return from approved leave within the time provided under applicable law and the Family and Medical Leave policy, the District will consider whether extended leave is available in accordance with the District's disability and reasonable accommodation policy.

Bereavement Leave

In the event of a death in the immediate family, an employee may be granted five (5) days of paid bereavement leave.

Leave does not need to be taken all at once, but must be concluded within ninety (90) days of the death. Certification of the death may be required by the CEO. For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee.

Reproductive Loss Leave

The District provides Reproductive Loss Leave to eligible employees.

Reproductive Loss Event

A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy
- Unsuccessful assisted reproduction

Eligibility

To be eligible for Reproductive Loss Leave, an employee must have worked for the District for at least 30 days prior to the start of the leave. An employee can take leave following their own reproductive loss event or that of another person – such as a spouse or domestic partner – if the employee would have been the parent of the child born or adopted. Employees are not required to submit documentation in support of their leave request.

Timing and duration of leave

An eligible employee may take up to five days' leave for each reproductive loss event. Reproductive Loss Leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. This means employees can choose to take all five days at once or break up the days over a longer period, as long as their leave is completed within three months.

Reproductive Loss Leave is separate from, and in addition to, other types of leave to which employees are entitled (such as leave under the California Family Rights Act (CFRA) or California's Pregnancy Disability Leave law (PDL)). If an eligible employee is taking leave under any other state or federal leave entitlement, prior to or immediately following the reproductive loss, then the employee shall complete their Reproductive Loss Leave within three months after the end of their other leave.

If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

Pay during Reproductive Loss Leave

Employees can use any available PTO time or sick leave to cover their Reproductive Loss Leave. Otherwise, reproductive loss leave is unpaid.

Confidentiality and No Retaliation

The District will maintain the confidentiality of any employee requesting Reproductive Loss Leave. The District will not retaliate against an individual for exercising any rights regarding Reproductive Loss Leave.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give ~~his or her~~the employee's supervisor at least two days' notice.

Domestic Violence, Sexual Assault or Stalking Victim Leave

The District will provide time off to any employee who is a victim of a qualifying act of violence, which includes domestic violence, sexual assault, ~~or~~ stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any act of violence resulting in injury. Employees who are victims or family members of victims may take leave to participate in safety planning or in any court proceedings related to the act of violence, provide care for a child or dependent adult following an act of violence, and assist a family member in obtaining certain types of care or assistance. ~~so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety or welfare of the employee or the employee's child. "Relief" includes, but is not limited to, a temporary restraining order, restraining order or other injunctive relief.~~ Employees should give the District reasonable notice of the need for time off, unless advance notice is not feasible. The District also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional.

Employees may use accrued paid time off, such as ~~vacation~~ PTO or any available sick leave~~time~~, in order to receive compensation during the leave of absence.

Employees may also be entitled to a reasonable accommodation under the District's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy with the CEO for additional information.

The District will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave under this policy should contact the CEO.

School or Child Care Activities Leave

An employee who is a parent to one or more children who are of the age to attend a licensed child care provider, kindergarten or grades one to 12 may take up to 40 hours of leave per school year to participate in any of the following:

Finding, enrolling or reenrolling the child in a school or with a licensed child care provider;

Participating in school or childcare-related activities; or

Addressing a child care provider or school emergency.

"Parent" includes parent, guardian, stepparent, foster parent, grandparent and persons who stand in the place of a parent (in loco parentis) to a child.

- Time off for reasons other than a child care provider or school emergency is limited to eight hours per calendar month. Child care provider or school emergencies occur when the child cannot remain in school or with a child care provider due to one of the following:

- The school or child care provider has requested that the child be picked up or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires that the child be picked up from school or child care;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider (excluding planned holidays); and
- A natural disaster (e.g., fire, earthquake, or flood).

Employees wishing to take time off for a planned absence (e.g., to participate in scheduled school or child care provider activities or enroll a child in school or with a child care provider), must provide reasonable advance notice to the CEO. Employees needing time off to address a child care provider or school emergency must provide notice to the CEO as soon as practicable.

The District may require employees to provide documentation from the school or child care provider verifying that the employee participated in the school or childcare activity, including the date and time of the activity.

Employees must substitute accrued paid time off (PTO) for any part of this leave. Employees who do not have PTO available will be allowed time off without pay.

Benefits

Benefit Eligibility

Full Time Employees *(*40 hours)

- Paid Time Off (accrual starts first day of employment; usage available~~,~~ after completion of ~~thirty (~~90~~)~~ days of employment).
- Health Insurance (first of the month following 30 days of employment)
- Dental Insurance (first of the month following 30 days of employment)
- Vision Insurance (first of the month following 30 days of employment)
- Pension Plan (first day of employment)
- Short Term Disability Insurance (first day of employment – subject to waiting requirement)~~of the month following 30 days of employment)~~
- Life Insurance (first of the month following 30 days of employment)

Part Time Employees *(20+* hours)

- Employees working 20 or more hours a week or more are eligible for pro-rated PTO (accrual starts first day of employment; usage available after completion of 90 days of employment)~~30 days~~.
- Employees working 20 or more hours are eligible for benefits; however, employer contribution will be pro-rated to the hours scheduled and the premium cost difference will be covered by employee.

Temporary Employees

- Temporary employees are not eligible for benefits.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employees. Attendance at such activities during working hours, whether required by the District or requested by individual employees, requires the written approval of the CEO. To obtain approval, any employee wishing to attend an activity during working hours or at the cost of the District must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For *mandatory events* or seminars required by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the CEO in advance. Employee attendance at required outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to *voluntary* events, where an employee's attendance is voluntary, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. As employees are expected to maintain their own professional licenses and certifications, continuing education~~CE~~ units and courses are generally expected to be compensated by the employee.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Wage replacement benefits~~Cash benefits, tax free, to replace lost wages~~; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers Compensation Benefits (DWC Form 1) and return it to the CEO; and
- Provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, ongoing treatment, and ~~, as well as~~ your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to ~~his or her~~the employee's same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had the employee~~he or she~~ not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on ~~his or her~~the employee's qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of ~~his or her~~the employee's job

because of a physical or mental disability, the District will engage in an interactive process with the employee. The District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act and the California Fair Employment and Housing Act.

The law requires the District to notify the workers' compensation insurance practice of any concerns of false or fraudulent claims.

Holidays

The District observes the following paid holidays and closes the District office in observance.

- January I (New Year's Day)
- Martin Luther King, Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

At the start of each calendar year, a list of dates on which those holidays will be observed ~~those holidays fall on~~ will be distributed to all employees.

If the holiday falls on a Saturday, Friday will generally be observed. If the holiday falls on a Sunday, the Monday will generally be observed.

~~The District office will also be closed on :~~

- ~~The Friday after Thanksgiving~~
- ~~December 24th~~
- ~~December 31st~~

~~On these days, e~~Employees can use their PTO or take unpaid leave. ~~The District reserves the right to close the office on other days. The District will provide advance notice to employees and allow the use of PTO. request a day of LOA for any regular work days, Monday through Friday, the District deems it necessary to close the office.~~

~~Bereavement Leave~~

~~The District grants leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of the District. The employee's supervisor may~~

approve additional unpaid time off.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Lactation Policy

The District accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of the business, break time may be denied to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to the employee's work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. The District will also provide access to a nearby sink with running water and a refrigerator (or other cooling device) suitable for storing milk near your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space.

Employees who desire lactation accommodations should contact the CEO to request accommodations.

Discrimination based on sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Insurance Benefits

Health, Dental and Vision Insurance

If you are a designated regular employee working 20 or more hours per week, you will receive all the benefits described in this Handbook, including comprehensive medical insurance (health, dental, and vision), as soon as you meet the eligibility requirements of each plan.

Exempt eligible employee pays 5% of cost each for self, spouse and dependents.

Non-Exempt eligible employee pays 5% of cost for self (under a designated plan) and pays the cost for ~~covers the difference for~~ spouse and dependents or for alternative plans.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication.

Life Insurance:

The District will provide a policy for the employee at no cost to the employee.

Disability Insurance

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment ~~at the District. An additional tax funds the state's Paid Family Leave program, and provides~~

"

-

~~partial wage replacement for absences r e l a t e d to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the CEO or CFO.~~

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or to bond with a newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

You are protected by the District's workers' compensation insurance policy while employed by the District, at no cost to you. The policy covers you in case of occupational injury or illness.

Retirement Plan

The District provides participation in the California Public Employees' Retirement System (CalPERS) Pension program in which employees and employer each contribute a set percentage of base salary as prescribed by CalPERS. All eligible participants will receive a summary plan description.

Management

Employee Property

An employee's personal property, including but not limited to packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of the District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Names and Addresses

The District is required by law to keep current all employees' names and personal mailing addresses. Employees are responsible for notifying the District in the event of a name or address change.

Open-Door

Suggestions for improving the District are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the District. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then conduct an appropriate inquiry~~investigate~~ and provide a solution or explanation.
- If the problem persists, you may describe it in writing and present it to the CEO, who will conduct an appropriate inquiry ~~investigate~~ and provide a solution or explanation. ~~If you need assistance with your complaint, or you prefer to make a complaint in person, contact the CEO.~~ We encourage you to bring the matter to the CEO as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- ~~If the problem is not resolved, you may present the problem in writing to the Board Chair, who will attempt to reach a final resolution. If you need assistance with the written complaint, contact the CEO.~~ This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, the District values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by ~~his or her~~the employee's supervisor. Your first performance evaluation will take place after completion of your introductory period. Subsequent performance evaluations will be conducted on or about the anniversary date of your employment with the District. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the District maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the CEO.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If there is a change in any of the following items, please be sure to notify your supervisor as soon as possible.

1. Legal Name
2. ~~Home~~ Mailing Address
3. Home Telephone number
4. Person to call in case of an emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any company vehicles
9. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in our personnel files is incorrect.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the District receives your written request to inspect or copy your personnel records (unless you/your representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 0.50 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the District will cooperate with request ~~form~~ from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy

Employees may not use any audio or video recording devices in work areas or in the course of conducting business ~~unless approved by the CEO~~.

District Property

Electronic and Social Media

This policy is intended to protect the District's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and mobile phones), computer software/hardware and servers, and other District-owned items.

The District also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, mobile phones and other handheld devices (such as cell phones, smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through the District equipment is the property owned by the District for the purpose of conducting District business. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any District property may be removed from the premises.
- All electronic communications also remain the sole property of the District and are to be used for District business. For example, email messages are considered District records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the District and remains the property of the District.
- Information stored in the District computers and file servers, including without limitation District-owned information such as resident, grant recipient, and vendor lists may not be distributed outside the District in any form whatsoever without the written permission of the CEO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject the District employees to disciplinary action, up to and including termination.

Monitoring of District Property

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The District computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of District policy or any law occurs. E-mail may be monitored by the District and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the District's ownership of the electronic information or ability to monitor the information. The District may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the District management.

In addition to all restrictions noted above, the following rules are applicable to the usage of company-provided computer systems:

1. Passwords are not to be shared for any computers or systems, unless approved by the District's IT service.
2. Employees are prohibited from accessing pornographic or offensive internet sites, and from printing or displaying any pornographic or offensive materials.
3. Downloading or installation of software from the Internet or any other source is strictly prohibited, except as authorized by the CEO. Such software may contain embedded viruses, may be untested and/or may interfere with the functioning of standard company software.
4. Copying of materials from the Internet (or any other source) in violation of copyright laws is not permitted. Employees are permitted to print out Web pages and download material from the Internet for informational purposes only so long as the purpose for such copying falls into the category of "fair use" as defined by copyright law and otherwise complies with this policy. Employees having any questions regarding copyright law or "fair use" should contact human resources.
5. Employees are prohibited from sending or receiving, by any means, inappropriate jokes or images, copyrighted materials, confidential or proprietary information or other such information without prior authorization.
6. The District has the right to block any websites deemed inappropriate or unnecessary in the workplace, including, but not limited to, social media sites.

Prohibited Use

All existing District policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of District assets or resources. It is a violation of the District policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against the District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any District computer is a violation of the District's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of the District to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

The District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these District resources and property should be used only for business-related purposes; however, there are a few exceptions:

- Use of District phones in emergency situations
- To access the internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours provided that employees adhere to all other usage policies.

Any personal usage of District property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or

other shared resources, or violate any District policy, including policies against harassment, discrimination and disclosure of confidential ~~or trade secret~~ information. All policies relating to monitoring usage of District property apply. The District reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Social Media

The District uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the District deems to be social media, consult with the CEO. Use of Internet based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of District goals. However, only authorized individuals can speak/write in the name of the District using the social media tools of the District such as the District Facebook page. The CEO will authorize you in writing if you can use these District social media tools to perform your job duties. Authorized individuals using the District social media tools shall identify themselves honestly, accurately and completely and comply with all District policies in using this media.

Your authorization is limited to business purposes and personal use of these District social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of District property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other District policies against inappropriate usage, including the District's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential ~~and trade secret~~ information apply.

Nothing in the District social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Personal Electronic Devices

Although the District permits employees to bring personal electronic devices, including cellular phones, smartphones and personal digital assistants, into the workplace, employees are expected to remember that working time is for work. Therefore, employees should only engage in personal phone calls and other use of personal electronic devices during nonworking time, including meal and rest breaks. Outside of this time, personal phone calls and communications should be kept to a minimum and for emergencies only.

Employer Property

Furniture, desks, computers, cell phones, data processing equipment/software, and other District-owned items are the District's property and must be maintained according to District requirements and standards. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

District voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, and e-mail messages, and texts

to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, cell phones, pagers, mobile email, etc. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave the District, unless other arrangements have been made. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination or otherwise arranged.

Copyrighted Material

The District does not condone the illegal duplication of copyrighted materials, including software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 U.S.C. §106 states in part "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the users' right to make a backup copy of software for archival purposes. Penalties for violation of this federal law include fines of up to $100,000 and jail terms of up to five years.

Driving for Company Business

Due to the nature of our business, your position may require driving for company business. The District does not maintain a fleet of vehicles and your own personal car may be required for business purposes..

If you are driving your personal vehicle for approved company business (excluding commute time), you must record and will be reimbursed mileage at the IRS prevailing mileage rate. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. If you are involved in an accident in your personal vehicle while on District business, the District will reimburse you ~~up to $100 of~~ your deductible to help defray costs incurred. California strictly bans the use of mobile phones while driving, except in the case of emergency calls to law enforcement, the fire department, or other emergency services. The District has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, text, receive or converse on the mobile phone in any way. As a courtesy to other employees riding in a car with you for company business, we ask that you limit personal calls to emergencies only.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Nondisclosure or Use of ~~Trade Secrets~~Confidential Information

During the term of employment with the District, employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is not generally known to ~~competitors or~~ the public and which is, or may be, either applicable or related to the present or future business of the District, its research and development. For example, trade secret information includes, but is not limited to, devices, inventions, processes and compilations of information, records, specifications, and information concerning real estate negotiations or vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except for the benefit of the District and as required in the course of employment with the District. Employee agrees that ~~he or she~~the employee will not remove or otherwise transmit confidential, proprietary or secret information without express prior written consent of an authorized District representative. The above agreement should not be construed as constituting a promise of continued employment for at-will employment purposes.

Smoking and Vaping

Smoking and vaping are not allowed in any enclosed area of the facility and must be away from any entrances or exits from the building. Smoking should be kept away from public view.

Expense Reimbursement

You must have your manager's authorization before you incur an expense on behalf of the District. To be reimbursed for authorized expenses, including reimbursement for using a personal vehicle, you will need to submit an expense report. IRS regulations require documentation of miles traveled for mileage reimbursement, and for out-of-pocket expenses, a credit card charge slip, fully itemized bill or cash register receipt showing the name of the firm that provided goods or services. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. Please submit your approved expense report to the CEO no later than the I0th of the next month. If you have questions about expense reporting, please contact the CFO.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any vendor, supplier, or other person doing business with the District. Please discuss expenses paid by such persons for business meals or trips with the CEO in advance.

Conducting Personal Business

Employees are to conduct only the District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours except in emergencies.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding the District, its Directors or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the CEO. Any breach of this policy will not be tolerated and legal action may be taken.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. The District desires to avoid misunderstandings, complaints of favoritism, or lack of objectivity, claims of sexual harassment, and the morale and dissension problems that potentially results from romantic or other non-work-related relationships between employees. Personal or romantic involvement with a competitor, supplier, or subordinate employee which impairs an employee's ability to exercise good judgment creates an actual or potential conflict of interest. Employees are required to immediately notify the CEO of any relationship that potentially falls under this policy. If, in the District's opinion, any of the potential problems noted above cannot be avoided in a reasonable manner, the District may take any action that the Company deems appropriate to address the situation. This includes transferring an employee to another position or terminating employment.

Personal Communications

Please keep personal communications to a minimum, so as not to interfere with your work. You are permitted to make personal cell phone calls, limited local area calls on company telephones, text, or use other "smart phone" functions during lunch or "break" periods only. Emergency calls may be made or taken at any time, but efforts should be made to take those communications privately. At no time is it acceptable to be on a personal mobile phone or similar device while in the presence of visitors, residents, vendors within business areas, unless there is a legitimate business reason to do so. Mobile phone ringtones should be turned down or off so as not disturb others around you. We understand that there are legitimate business reasons for needing to use cellular phones or similar devices in the workplace, and this policy is not meant to impede those necessary business communications. Do not use the District as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter, unless your office is set up to take payments for postage. Although the amount may seem small, it is still considered theft.

Dress Code and Other Personal Standards

Since each employee is a representative of the District in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. All employees are prohibited from chewing gum during business hours of operation. Employees' hair must be clean and neat in appearance. Employees must not smell of smoke during working hours. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

If a specific dress code is not provided to you, use "business casual" as your standard. Acceptable business casual clothing includes suits, sport coats, or dress shirts and slacks with ties, blouses and sweaters with skirts or dress slacks or dresses. T-shirts, tank or halter tops, low cut blouses or shirts, flip flops, tennis shoes, casual pants (yoga, sweatpants, cargo), and shorts, are not permitted for any employees. All clothing should be clean and without rips or holes.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a District representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the CEO of such use immediately before starting or resuming work.

The District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but

fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Off-Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Off-duty conduct by an employee that directly conflicts with the District's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by the District on a full-time basis, employees are expected to devote their energies to their jobs with the District.

Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest or that impairs the employee's ability to fulfill employment obligations to the District, must submit a written request to the CEO explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District's objectives.

The following conduct is prohibited and will not be tolerated. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or tenant;

- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- ~~Engaging in criminal conduct~~Being convicted of a crime that impairs or impacts ~~whether or not related to~~ job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on District premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of two consecutive scheduled workdays.
- Leaving work without obtaining~~Failing to obtain~~ permission ~~to leave work~~ for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor.

Employees are expected to report to work as schedu~~l~~ed, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business.

If you are unable to report for work on any day, you must communicate with the CEO before scheduled to work for that day. Excessive absenteeism or tardiness will not be tolerated. The District defines excessive absenteeism as more than three (3) days' absence in a three (3) month period. Absences covered under California's Paid Sick Leave, ~~or~~ absences accompanied by a doctor's note, and absences considered protected leave under applicable state or federal law will not be included when assessing excessive absenteeism. Two (2) unapproved tardy days or leaving before the end of a scheduled shift within a 3- month period (not for the reasons mentioned above), will count towards 1 unexcused absence.

If you fail to report for work without any notification to the CEO and your absence continues for a period of three (3) consecutively scheduled workdays without notice, the District will consider that you have voluntarily abandoned or quit your employment.

Absences protected by state and federal law do not count as a violation of this policy.

Wages

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by the CEO. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with ~~state and federal~~ appliable law as follows:

- All hours worked in excess of ~~8 hours in one workday or~~ 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek~~, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek,~~ shall be paid at a rate one and one-halftimes the employee's regular rate of pay; and
- ~~Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and~~
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

The District will pay non-exempt employees at an amount equal to their hourly wage for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by ~~his or her~~the employee's supervisor;
- Any hours in excess of ~~eight in a day or~~ 40 in one work~~a~~ week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

On occasion, we may request that you attend a mandatory company-sponsored meeting. We do our best to schedule mandatory meetings at times when most employees are scheduled to work. However, there may be cases where they are not during hours you are normally scheduled to work. If a mandatory company-sponsored meeting is held during your non-working hours, and you are a non-exempt employee, you will be eligible for payment based on the actual meeting time attended. Exempt employees will not receive any additional salary ~~consideration~~compensation at the appropriate rate of pay.

Payment of Wages

Paychecks are normally available by 5:00 p.m. on the 15th and last day of each month at the District office.

Workweek

The District's workweek starts at 12:01am on Sunday and concludes on Saturday at 12:00 midnight.

Twice-Monthly Payments

All employees are paid twice a month on the 15th and last day of the month.

Deductions (Mandatory)

The District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes and your contribution to Social Security. These deductions will be

itemized on your paycheck stub. The amount of the deductions from your paycheck may depend on your earnings and on the information you furnish on your W-4 form regarding the number of withholding allowances you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to human resources immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered levies or garnishments, will be explained to you whenever the District is ordered to make such deductions.

Deductions (Optional)

If you elect to participate in the health, dental, and/or vision insurance plan(s), or the flexible savings plan appropriate deductions will be made from your paycheck.

Automatic Deposit

The District, through its payroll service, offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the CFO) and return it to payroll at least IO days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the CFO and return it to the CFO at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than IO days before the end of the pay period.

Timekeeping Requirements

Time Recording for Exempt Employees

State and federal laws require employers to pay overtime pay to some classes of employees, but other classes of employees, including most managers, administrative employees and professionals, are "exempt" from coverage under these laws provided they are paid on a salary basis. An employer must treat an exempt employee in very specific ways, or the employee may lose the exempt status. For example, an employer can only reduce the salary of an exempt employee under certain circumstances, as reflected in this policy.

If an exempt employee takes time off due to sickness or personal reasons, each full day of absence will result in a salary reduction of one day's pay, except to the extent the absence is covered by Paid Time Off benefits, and no reduction in salary will be made for an absence of less than one day. If the exempt employee has no available Paid Time Off, their salary will not be reduced in increments ~~of~~less~~of~~ less than one day. Regardless of whether an absence would result in a salary reduction under this policy, a PTO request or timesheet adjustment is required whenever an exempt employee misses one scheduled work day.

If an exempt employee takes time off due to jury duty, military service or appearance in court as a witness, each full week of absence will result in a salary reduction of one week's pay, except to the extent the absence is covered by Paid Time Off or Jury Duty benefits, and no reduction in salary will be made for an absence of less than one week. Exempt employees are required to use any available Paid Time Off benefits to cover any time off from regularly scheduled work. In the sole discretion of your manager, you may make up missed time instead of using paid leave benefits, whether or not the "make up" time is within the same workweek. In that event, no PTO request or timecard adjustment is required. When recording time off as an exempt employee, whether paid or unpaid, you must document request in writing to the CEO. Reductions in salary will only be made in accordance with this policy.

Time Recording for Non-Exempt Employees

Employees who are not paid a salary and employees who do not perform work that is managerial, professional or administrative are classified as "non-exempt" from state and federal overtime laws. Non-exempt employees must be paid overtime for all time worked in excess of ~~8 hours per day and~~ 40 hours per week. By law, we are obligated to keep accurate records of the time worked by non- exempt employees. As a non-exempt employee, you are responsible for recording your starting and stopping times on your timecard.

All nonexempt employees are required to submit a timecard to record time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees will be required to certify that their time record is accurate.

Non-exempt employees are not permitted to "make up" hours not worked in one workweek by working extra hours in another workweek, if this would result in more than ~~8 hours of work in any day or~~ 40 hours of work in any workweek. This is because the law does not allow employees to waive their statutory right to overtime pay. Any make up time within the same workweek requires express written approval from management.

Work Schedules

The District's ~~regular~~ core business hours are 8am - 6 pm. Certain District programs have adjusted hours on weekdays and also observe some weekend hours. Board and Board Committee meetings are typically scheduled weekdays between 5 pm - 9 pm and occasionally on weekends. The non-exempt staffs' scheduled shifts on those occasions will be adjusted. Whenever possible, t~~T~~he District will notify the non-exempt employee of any schedule change at least 5 business days prior to schedule change. Employee shifts will be assigned by the District and will be based on operational needs of the department/program involved. In certain situations, the District will approve alternative work schedules that meet District needs and that do not result in overtime.

Meal and Rest Periods

Rest Breaks

All non-exempt employees are entitled to rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break period. You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) I5-minute net rest break for every four (4) hours you work. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 15~~IO~~-minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

There may be practical considerations that make this general timing infeasible and that require the District to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. If you work more than ten (10) hours in a workday, you are entitled to a second meal period of at least 30 minutes. During your meal period, you are relieved of all work and you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Similarly, if your total work period for the day is more than ten hours but less than 12, you may waive the meal period as long as you do not work more than 12 hours in the workday and as long as you have taken your first meal period. This waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Recording Meal Periods

You must record any meal period on your timecard.

All work time must be accurately reported on your timecard.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the CEO.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to CEO.

Safety and Health

Ergonomics

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If ~~L~~fyou have any questions about ergonomics, please contact the CEO.

Fragrance Policy

We strive to maintain a fragrance-free workplace. Employees may not wear any of the following in the workplace or when on the job, regardless of location, if they may come in contact with visitors, tenants or coworkers: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, fragranced deodorants and/or similar products.

Security

The District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the CEO when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The District has a security alarm system that every employee will be informed how to set and release. The employee is expected to maintain confidentiality to secure safety. ~~—~~It is the responsibility of the employee last to leave to set the alarm and the first employee in to disarm it to prevent a "false response" fee from the Burlingame Police Department.

Workplace Violence

The District has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on premises and at District-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to the CEO.

A threat includes, but is not limited to, any indication of intent to harm a person or damage District property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	**Type of Threat**
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, 'Tm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety-conscious . Report all work-related injuries or illnesses immediately to the CEO. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the copier area of the office.

Termination

Employee References

All requests for references must be directed to the CEO. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage you last earned.

Exit Interviewing

The District strives to maintain a positive working environment through several processes. The CEO obtains feedback from departing employees through an exit interview process. By participating in the exit interview process, an invaluable source of information is gathered.

The CEO will attempt to conduct an in-person exit interview with each employee that voluntarily resigns.

The interview consists of standard questions relating to the employee's work environment. The District is committed to confidentiality. All information collected during the exit interview is confidential to the extent possible.

The information received from departing employees will be used by senior leadership to analyze positive and negative work factors that may impact employee retention.

Rehire

If an employee is rehired within 2 years of their original term date, they are eligible to receive an "adjusted service date" which is used for the calculation of seniority and PTO accrual. If an employee is rehired and more than 2 years have passed since their original term date, no credit will be given for prior service.

Seniority

Seniority is determined by hire date. If an employee is rehired within two years of original termination, prior service will be taken into consideration. An Adjusted Service date will be calculated and used for purposes of PTO accrual.

Involuntary Termination ~~and Progressive Discipline~~

Violation of the District policies and rules may warrant disciplinary action. The District may provide employee with ~~has a system of progressive discipline that may include~~ verbal warnings, written warnings, and suspension. The system is not formal, and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The District also has the discretion to determine that termination is appropriate, even without any prior history of discipline. This discipline policy ~~The District's policy of progressive discipline~~ in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits ~~his or her~~ employment at the District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, ~~his or her~~the employee's supervisor.

If possible, n~~N~~on-exempt employees are requested to voluntarily provide a minimum of two (2) weeks written notice of their intent to resign. If possible, e~~E~~xempt employees are requested to voluntarily provide a minimum of four (4) weeks written notice. ~~The company may require more than four (4) weeks written notice in certain circumstances, such as in the case of a key employee, from whom we request an eight (8) week notice.~~ Your written notice of resignation should be submitted to the CEO. ~~An exit interview may be requested.~~ The District uses notification periods to cover the work that needs to be done, while allowing search time for a replacement. Therefore, time off requests made during a notification period generally will not be approved.

Return of Company Property

Any District property issued to you, such as this handbook, keys, tools or uniforms, must be returned to your supervisor at the time of your dismissal or resignation, whether voluntary or involuntary, or whenever it is requested by the District.

Confirmation of Receipt

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the District is employment at-will; employment may be terminated at the will of either the District or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the District.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO.

Employee's Signature_____

Employee's Printed Name _____

Date_____

Employee Handbook

October 2018
Updated **November 2025**

Nt
Table of Contents

Required Policies **4**
Introductory Statement 5
Anti-Harassment 6
At-Will Employment Status 7
Equal Employment Opportunity 8
Accommodation 1O
Right to Revise 11

Hiring **12**
Job Duties & Employment 13

Leaves of Absence **15**
Leaves of Absence 16
Bereavement Leave 16
Pregnancy Disability Leave 17
Paid Time Off 19
Time Off for Voting 20
School or Child Care Activities Leave 22

Benefits **23**
Benefit Eligibility 24
External Employee Education 25
Workers' Compensation 25
Holidays 27
Paid Family Leave 27
Lactation Policy 28
Insurance Benefits 28

Management. **30**
Employee Property 31
Names and Addresses 31
Open-Door 31
Performance Evaluations 31
Personnel Records 32
Workplace Privacy 32

District Property **33**
Electronic and Social Media 34
Employer Property 36
Housekeeping 37
Nondisclosure or Use of Trade Secrets 38
Smoking 38

Employee Conduct **39**

Business Conduct and Ethics 40
Conducting Personal Business 40
Confidentiality 40
Conflicts of Interest 40
Patient Relations 40
Dress Code and Other Personal Standards 41
Drug and Alcohol Abuse 41
Off-Duty Conduct 42
Other Employment 42
Prohibited Conduct 42
Punctuality and Attendance 44

Wages 45
Overtime for Non-Exempt Employees 46
Pay for Mandatory Meetings/Training 46
Payment of Wages 47
Timekeeping Requirements 48
Work Schedules 48

Safety and Health 50
Ergonomics 51
Fragrance Policy 51
Security 51
Workplace Violence 51
Health and Safety 52

Termination 53
Employee References 54
Involuntary Termination and Progressive Discipline 54
Voluntary Resignation 55

Confirmation of Receipt 56

Employment Standards

Introductory Statement

Welcome! As an employee of Peninsula Health Care District (the "District"), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Districts.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time, exempt and non-exempt employees.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

All employees, applicants, and independent contractors ("workers") working with the District are to be treated with respect and dignity. The District is committed to providing a work environment free of harassment and discrimination based on such factors as sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race (including hair styles associated with race such as braids, locs, or twists), religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status, or any other basis (or combination thereof) protected by federal, state or local law. This policy also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any (or combination) of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Harassment and discrimination are unlawful and violate District policy. The District strongly disapproves of and will not tolerate harassment or discrimination of workers by managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment or discrimination of its workers by others with whom the District has a business, service, or professional relationship, including vendors, patients, independent contractors and any other persons.

Sexual harassment is a form of harassment. Sexual harassment includes the making of any unwelcome advances and/or visual, verbal, or physical conduct of a sexual nature, as well as offering employment benefits in exchange for sexual favors or threatening reprisals after a negative response to a sexual advance. The definition of sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by practice policy.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to the CEO as soon as possible after the incident. In the alternative, you can bring your complaint to the CFO as soon as possible. You can also contact your own supervisor or any other supervisor. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. The CEO (or the CEO's designee) will immediately undertake an effective, thorough and objective investigation of the allegations. In the CEO's absence, the CFO will undertake the investigation and confer with the CEO. Confidentiality will be maintained to the extent possible.

If harassment or discrimination is not reported, it cannot be investigated. Every worker's cooperation is crucial. There will be no retaliation against the complaining party either by management or other workers for making, in good faith, a complaint or participating, in good faith, in the investigation of any complaint. Any complaints of retaliation will be investigated pursuant to these same procedures.

If the District determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. The CEO will advise all parties concerned of the results of the investigation (which will be limited to whether the complaint was substantiated or not – no other details will be provided). The District will not

retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The District requires all employees to report any incidents of harassment or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or retaliated against for resisting or complaining, you may file a complaint with the District's Board of Directors for resolution; and, if not resolved, to the appropriate external agency. While the District provides training to its employees as required by applicable law, employees can also access training available from the California Civil Rights Department at https://calcivilrights.ca.gov/shpt/.

At-Will Employment Status

District personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the District. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the District has any authority to enter into an agreement for employment. Only the CEO has the authority to make any such agreement, which is binding only if it is in writing and signed by the CEO.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others regarding the terms and conditions of employment.

Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment.

However, any such changes must be in writing and approved by the CEO of the District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Equal Employment Opportunity

The District is an equal opportunity employer and makes employment decisions based on merit. We want to have the best available persons in every job. District policy prohibits unlawful discrimination based on race (including hairstyles associated with race such as braids, locs, or twists), color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military or veteran status, or any other consideration (or combination thereof) made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to the CEO. Your complaint will be handled in accordance with the provisions of the District's Anti-Harassment Policy. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the CEO or CFO. The District will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the District determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

Religious Accommodation

The District will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to the District.

The District has developed an accommodation process to assist employees and management. Through this process, the District establishes a system of open communication between employees and the District to discuss conflicts between religion and work and to act to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and the request for accommodation to the CEO to initiate the accommodation process. The District requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Disability Accommodation

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of the employee's job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact the employee's supervisor to request such an accommodation. Administration will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the District receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The District will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). Employees are required to cooperate with this process by providing all necessary supporting documentation of supporting the need for accommodation, and being willing to consider alternative accommodations when applicable. The District will consider all suggestions identified by the employee and retains ultimate discretion as to what, if any, accommodation to provide.

The District will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation if supported by medical documentation and/or as required by applicable federal, state or local law.

The District will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

Accommodation for Victims of Qualifying Acts of Violence

The District will make reasonable accommodations for any employee who reports that the employee is the victim (or the relative of a victim) of a qualifying act of violence and requests that the District accommodate the employee's safety while at work, unless providing the accommodation will impose an undue hardship on the District's business operations or violates the District's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault or stalking that occurs at the workplace; safety procedures; or any other adjustment to a job structure, workplace facility or work requirement in response to a domestic violence, sexual assault or stalking or referral to a victim assistance organization.

The District may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. The District may also require an employee to provide a certification, such as police report, court order or documentation from a medical professional, that the employee is the victim of domestic violence, sexual assault or stalking and may request recertification every six months.

Employees must notify the District if their needs change or if they no longer need an accommodation.

The District will keep all information submitted in connection with an employee's request for an accommodation confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or requests a reasonable accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the CEO.

Accommodation for Drug or Alcohol Treatment or Rehabilitation

The District will attempt to reasonably accommodate employees with chemical dependencies (drugs or alcohol), if they voluntarily wish to seek treatment and/or rehabilitation, unless the accommodation imposes an undue hardship on the District's business operations. The District's support for treatment and rehabilitation does not obligate the District to hire or employ any person who violates the District's drug and alcohol abuse policy or who, because of current use of drugs or alcohol, is unable to perform the employee's duties or cannot perform the duties in a manner that would not endanger the employee's health or safety or the health or safety of others.

The District will keep all information submitted in connection with an employee's enrollment in a drug or alcohol rehabilitation program confidential to the extent permissible by law. Time off for these purposes is unpaid. However, employees wishing to take such leave may utilize their accrued paid time off, if applicable.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the CEO.

Hiring

Job Duties

During the introductory period, the CEO and/or your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of the District. Your cooperation and assistance in performing such additional work is expected.

Consistent with the at-will policy, the District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Employment - Classification

New Hires

During the first 90 days of continuous employment at the District, employees will complete a waiting period for certain District-provided benefits. Completion of the introductory period and becoming eligible for certain benefits does not change your at-will status or entitle you to remain employed by the District for any definite period. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the District.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law. Employees will be informed whether their status is exempt or nonexempt and should consult your supervisor with any questions or concerns regarding this status.

Full-Time Employees

Full-time employees are those who are normally scheduled to work and who do work a schedule of forty (40) hours per week. Full-time employees are eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law.

Part-Time Employees

Part-time employees are those who are normally scheduled to work and who do work fewer than forty (40) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may be eligible for some, but not all employee benefits described in this Handbook. Eligibility for benefits is addressed by individual policies.

Temporary and On-Call Employees

The District may hire employees for specific periods of time (temporary). An employee hired under these conditions is normally considered a Temporary employee. The job assignment, work schedule and duration of the position will be determined in the sole discretion of the District on a case-by-case basis. If you are designated as a Temporary employee, you are not eligible for benefits other than those required by state and federal laws.

Independent Contractors

An "independent contractor" is a company or individual retained by the District to provide services in a manner that falls outside the scope of an "employment relationship," as defined by the Internal Revenue Service.

Leaves of Absence

Leaves of Absence

The District may grant leaves of absence to employees in certain circumstances. Absence requests should be submitted in writing to the CEO. Request any leave as far in advance as possible and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting the CEO, the District will assume that you do not plan to return and that you have voluntarily terminated your employment. If you need leave for a reason that is not addressed in this handbook, see the CEO. The District provides employees with all leaves of absence required by applicable law.

Pregnancy Disability Leave and Transfer Privileges

The District provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternate position.

An employee should make requests for pregnancy disability leave to the CEO at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for pregnancy disability leave and stating:

- The date on which the employee became disabled due to pregnancy, childbirth or related medical condition, or the date on which the need for a transfer became medically advisable;
- The probable duration of the period or periods of disability or the need for transfer; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

Re-certification may be required if the employee requests an extension beyond the original certification.

Any changes in this information contained in the health care provider's statement should be promptly reported to the CEO.

Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (or 17 1/3 weeks). Part-time employees are granted unpaid leave on a pro-rata basis.

Pregnancy disability leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment of time that can be used for such leave is 0.25 of an hour. The District may transfer the employee to an alternate position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternate position.

Regarding compensation and benefits during leave:

- While Receiving Wage Replacement Benefits. While an employee receives SDI or other wage replacement benefits, she can choose whether to supplement those benefits with accrued PTO. The District integrates all available paid time off with SDI benefits (meaning that an employee can use a portion of available paid time off during any time the employee is receiving SDI benefits). This integration is intended to allow an employee to use available paid time off on a pro rata basis while receiving SDI in

order to receive full compensation for a period of time. At no time while an employee is on pregnancy disability leave should an employee receive more than 100% of her normal compensation.

- While on Otherwise Unpaid Leave. During the otherwise unpaid portion of leave, an employee taking pregnancy leave has the choice as to whether to exhaust available PTO. Substituted paid leave time will be counted toward the 17 1/3 week entitlement. After using forms of paid leave (or, if the employee elects not to), the employee's leave will continue on an unpaid basis.

- No Continued Accruals. Employees on unpaid leave will not continue to accrue PTO, unless otherwise required by applicable law. For any time an employee is using a pro rata portion of accrued leave to integrate benefits with SDI, the employee will continue to accrue further paid leave benefits on a pro rata basis.

- Benefit Continuation. The District will allow the employee to continue participating, as required by law, in any group health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for up to a maximum of 17 1/3 work weeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of the pregnancy disability leave. Unless required by law or District policy, benefits will be continued at the conclusion of that period, and the employee will be offered the ability to obtain continuation coverage under COBRA.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave must provide the CEO with at least two weeks' advance notice of the date she intends to return to work.

When a pregnancy disability leave ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Pregnancy Leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of pregnancy disability leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

An employee returning from pregnancy disability leave must submit a health care provider's verification of her fitness to return to work.

If an employee fails to report to work promptly at the end of the pregnancy disability leave and does not obtain approval for an extended leave, the District will consider whether the employee may be eligible for continued leave under other leave policies or as a possible disability-related accommodation. If an employee altogether fails return to work and does not contact the District at the conclusion of leave, the District will treat the failure to return as a voluntary resignation.

Paid Time Off

Intro

The District believes an employee should have opportunities to enjoy time away from work. The District's paid time off (PTO) policy benefits eligible employees. Employees may use PTO for paid vacation leave, paid sick leave (including all reasons authorized by California's mandatory sick leave law), or any other type of paid time off. [The District recognizes thirteen (13) paid holidays that are provided separately from the PTO accruals.]

Eligibility

Paid Time Off benefits are provided to all employees (except for temporary employees) and accrual starts on Day I of employment. New employees will not be eligible to use PTO until their 91st day of employment.

Accrual of PTO

Eligible full-time employees accrue PTO based on years of service, per hour worked (excluding overtime hours) according to the following schedule, based on the anniversary year:

Full-Time Employees *(*40 Hours Per Week),

Length of Service	Accrual Rate	Annual PTO Accrual*	Accrual Cag

0 - I year's service	0.05000 per hour	13 days	*NIA*
1-3 years' service	0.07692 per hour	20 days	30 days
4-10 years' service	0.09615 per hour	25 days	37.5 days
10 years or more	0.11538 per hour	30 days	45 days

*Part-Time non-exempt employee accrual is based on hours worked.

Eligible full-time exempt employees accrue PTO based on 80 hours worked each pay period.

Separation from Employment

An employee whose employment terminates will be paid out for any accrued and unused PTO.

Requesting PTO and Documentation

Employees may request to take accrued PTO after 90 days of employment, as work schedules permit. PTO must be cleared with the CEO and should be requested at least 2 weeks in advance, if PTO is used for time off other than sick leave. The District schedule may determine permissible PTO periods, which employees may need to defer or otherwise adjust accordingly, based on operational needs.

All PTO requests must be documented and approved by CEO.

PTO can be used in two-hour increments.

Rate of Pay and Overtime
For nonexempt employees, PTO is paid based on the employee's straight time pay rate in effect at the time the PTO is taken. PTO is not considered time worked for the purpose of calculating overtime for the week in which the PTO was taken.

Reasons PTO May be Used

Employees may use PTO for paid vacation leave, paid sick leave, or any other type of paid time off. Leave under this policy may be used in connection with the diagnosis, care or treatment for an existing health condition or preventive care for the employee or the employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents, siblings, and "designated person." For purposes of this policy, "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Leave under this policy may also be used for employees who are the victims of a qualifying act of violence and who need to obtain medical care or certain types of assistance. Leave for these reasons can also be used when an employee's family member is a victim of a qualifying act of violence.

Required Use of PTO before Unpaid Leave
You are required to take accrued and unused Paid Time Off (PTO) before taking unpaid leave or having unpaid absences. Where allowed, Family and Medical Leave (under applicable law) is included in this requirement,

"

unless the absence is pregnancy-related. Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued PTO, PTO will be used for the first 7 days before SDI payments begin.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused PTO.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused PTO, up to a maximum of two weeks in a 12-month period.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused PTO.

PTO and Workers' Compensation Benefits

PTO is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused PTO, the additional absences from work will be paid with the use of PTO.

Jury Duty and Witness Leave

If you are called for jury duty, we wish to help you minimize financial losses because of such service. The District will continue to pay regular pay for a maximum of one week of which the calculation is based on the employee's regular schedule. For jury duty in excess of one week, you may request Paid Time Off or Unpaid Leave in accordance with applicable policies.

To be eligible for these Jury Duty Leave benefits you must notify the CEO as soon as possible after receiving the jury summons.

On any scheduled day during which you are not required to serve, you will be expected to return to work. In order to receive paid Jury Duty Leave, you must submit a statement of jury service to the personnel administrator.

You may retain any mileage allowance or other fee paid by the court for jury services.

California Paid Sick Leave

Employees who are not eligible to earn PTO are eligible to earn California Paid Sick Leave in accordance with the California law. California Paid Sick Leave may be taken for below prescribed purposes:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild, sibling, or "designated person." For purposes of this policy, "designated person" means a person identified by the employee at the time the employee requests paid sick leave. An employee can designate one person per 12 month period, measured from the time the employee first designates a person. Additionally, California Paid Sick Leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

Accrual: Employees are provided with paid sick leave at the rate of five (5) days or forty (40) hours per year, whichever is greater. This amount is provided at the beginning of each calendar year. Unused sick leave does not roll over from year to year. Employees hired mid-year will be provided with a lump sum on their hire date (subject to use requirements) and provided with annual sick leave every January thereafter.

Eligibility: Employees are eligible to start earning sick leave upon hire. Employees can use sick leave after being employed by the District for ninety days. Employees can use up to 40 hours of sick leave each calendar year.

Separation of Employment: Upon separation of employment (voluntary termination, involuntary termination, etc.), employees are not entitled to be compensated for unused California Paid Sick Leave. However, previously unused paid sick days will be reinstated if an employee separates from employment and then is rehired by the District within one year.

To the extent possible, employees must provide reasonable advance notice of their need for sick leave under this policy. If the need is not foreseeable, the employee must provide notice as soon as practicable. Sick leave will not constitute a break in service for the purpose of District benefits or seniority.

Family Medical Leave

The District provides eligible employees with family medical leave ("Family and Medical Leave") under the California Family Rights Act ("CFRA").

Reasons for Leave.

Family and Medical Leave may be taken for the birth of the employee's child, the placement of a child with the employee for adoption or foster care, to care for the employee's spouse, domestic partner, child, parent, parent-in-law, grandparent, grandchild, sibling, or designated person who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job. Leave can also be taken for certain military-related reasons as further detailed below. For purposes of this policy, a "serious health condition" does not include pregnancy or any related medical condition. For purposes of this policy, "designated person" means any person related by blood or whose association with the employee is the equivalent of a family relationship. An employee may identify the designated person at the time the employee requests leave. The District limits an employee to one designated person per 12-month period for family care and medical leave.

Eligibility.

To be eligible for Family and Medical Leave, an employee must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin.

Duration.

Employees may take up to a maximum of twelve (12) workweeks of Family and Medical Leave within a 12-month period. The District uses a "rolling" 12-month period to determine an employee's eligibility for leave. The 12-month period is measured backward from the date an employee uses any Family and Medical Leave.

Leave may be taken intermittently (in blocks of time or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one-quarter of an hour (0.25).

Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. The minimum duration for leave taken in connection with the birth, adoption, or foster care placement of a child is two weeks, except that the District shall grant a request for CFRA leave of less than two weeks on any two occasions during the one year period following the birth or placement of the child with the employee.

Procedures.

Please contact the CEO as soon as you become aware of the need for Family and Medical Leave. If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. For any planned medical treatment, employees must consult with their supervisor regarding the need for leave and must make a reasonable effort to schedule any treatment so as to minimize disruption of the District's operations. Actual scheduling is, however, subject to the approval of the patient's health care provider.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:

i. the date of commencement of the serious health condition;

ii. the probable duration of the condition; and

iii. that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

The District will require certification by the employee's health care provider that the employee is fit to return to his/her job.

If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:

i. the date of commencement of the serious health condition;

ii. the probable duration of the condition;

iii. an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse; and

iv. confirmation that the serious health condition warrants the participation of the employee.

Recertification may be required if the employee requests an extension beyond the original certification.

Compensation.

(1) While receiving wage replacement benefits. For any period of time that an employee is eligible for and receiving any type of wage replacement benefits (i.e., disability benefits, SDI, PFL, and/or workers' compensation benefits), the employee is not required to use accrued sick leave or PTO in connection with the employee's Family and Medical Leave. The employee may, however, choose to supplement these forms of wage-replacement payments with accrued paid leave on a pro rata basis, so long as the employee's pay does not exceed their normal wage. Should an employee desire to supplement SDI benefits with accrued sick and/or PTO leave, the District will integrate benefits with paid leave.

(2) While on otherwise unpaid leave. If an employee is on family and medical leave for the employee's own serious health condition and is not receiving any wage replacement benefits from another source, the employee must use any available sick leave and PTO during the leave. (See Pregnancy Disability Leave policy for rule applicable to employees disabled by pregnancy). If an employee is on Family and Medical Leave to care for a family member or bond with a new baby, the employee must use all available PTO during the leave and, at the employee's choice, may use available sick leave.

Once all sick leave and PTO is exhausted (or if the employee has the choice and elects not to use it), Family and Medical Leave will continue on an unpaid basis for the remainder (if any) of the available 12-weeks. Any family and medical leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12-week leave entitlement.

During any period of unpaid leave, employees will not continue to accrue sick leave, PTO, or any other forms of paid time off and will not be paid for holidays that occur during the leave.

Benefits.

An employee taking Family and Medical Leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working, and the employee is expected to continue to pay the employee's share of the monthly premiums (either by way of payroll deduction during any period of paid leave or by way of separate payment to the District). The continued participation in health benefits begins on the date leave first begins.

Employees are eligible for a maximum of 12-weeks benefits continuation during any 12-month period, unless otherwise required by law. If leave lasts longer than 12 weeks and if the law does not otherwise require benefits to be continued, then the employee will be placed on COBRA and can opt for continued coverage at the employee's own expense. An employee who does not return from leave may be required, under certain circumstances provided by the law, to reimburse the District for any employee contributions paid by the District while the employee was on unpaid leave.

Qualified Exigency Leave.

Eligible employees with a spouse, domestic partner, child, or parent on active duty or called to active duty in the armed forces of the United States may take up to the normal 12 weeks of leave because of any "qualifying exigency." For purposes of this policy, "qualifying exigency" includes: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) finance and legal arrangements; (5) counseling; (6) rest and

recuperation; (7) post-deployment activities; and (8) additional activities agreed to by the employer and the employee.

(1) Amount of Leave. For a qualifying exigency, an employee is entitled to a maximum of 12 weeks leave (when combined with leave for any other qualifying reason) in accordance with the rolling 12-month period measured backward.

(2) Procedures. Please contact the CEO as soon as you become aware of the need for any type of qualified exigency leave. Except in the case of exigency leave for short-notice deployment, the District requires certification of the need for leave.

Reinstatement.

Upon return from a Family and Medical Leave, an employee will be reinstated to his/her original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

As stated above, when an employee takes leave on account of the employee's own serious health condition, the District requires certification, prior to reinstatement, by the employee's health care provider that the employee is fit to return to his/her job.

If an employee fails to report to work promptly at the end of the Family and Medical Leave and fails to obtain approval for an additional personal leave of absence, the District will treat the failure to return as a voluntary resignation.

Extended Medical Leave.

If an employee is unable to return from approved leave within the time provided under applicable law and the Family and Medical Leave policy, the District will consider whether extended leave is available in accordance with the District's disability and reasonable accommodation policy.

Bereavement Leave

In the event of a death in the immediate family, an employee may be granted five (5) days of paid bereavement leave. Leave does not need to be taken all at once, but must be concluded within ninety (90) days of the death. Certification of the death may be required by the CEO. For purposes of this policy an employee's immediate family is defined to include spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, domestic partner, or any other person who is a legal dependent of the employee.

Reproductive Loss Leave

The District provides Reproductive Loss Leave to eligible employees.

Reproductive Loss Event

A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy

- Unsuccessful assisted reproduction

Eligibility

To be eligible for Reproductive Loss Leave, an employee must have worked for the District for at least 30 days prior to the start of the leave. An employee can take leave following their own reproductive loss event or that of another person – such as a spouse or domestic partner – if the employee would have been the parent of the child born or adopted. Employees are not required to submit documentation in support of their leave request.

Timing and duration of leave

An eligible employee may take up to five days' leave for each reproductive loss event. Reproductive Loss Leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. This means employees can choose to take all five days at once or break up the days over a longer period, as long as their leave is completed within three months.

Reproductive Loss Leave is separate from, and in addition to, other types of leave to which employees are entitled (such as leave under the California Family Rights Act (CFRA) or California's Pregnancy Disability Leave law (PDL)). If an eligible employee is taking leave under any other state or federal leave entitlement, prior to or immediately following the reproductive loss, then the employee shall complete their Reproductive Loss Leave within three months after the end of their other leave.

If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

Pay during Reproductive Loss Leave

Employees can use any available PTO time or sick leave to cover their Reproductive Loss Leave. Otherwise, reproductive loss leave is unpaid.

Confidentiality and No Retaliation

The District will maintain the confidentiality of any employee requesting Reproductive Loss Leave. The District will not retaliate against an individual for exercising any rights regarding Reproductive Loss Leave.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the employee's supervisor at least two days' notice.

Domestic Violence, Sexual Assault or Stalking Victim Leave

The District will provide time off to any employee who is a victim of a qualifying act of violence, which includes domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any act of violence resulting in injury. Employees who are victims or family members of victims may take leave to participate in safety planning or in any court proceedings related to the act of violence, provide care for a child or dependent adult following an act of violence, and assist a family member in obtaining certain types of care or assistance. Employees should give the District reasonable notice of the need for time off, unless advance notice is not feasible. The District also may require the employee to provide written verification of the need for time off, such as a police report, court order or documentation from a medical professional.

Employees may use accrued paid time off, such as PTO or any available sick leave, in order to receive compensation during the leave of absence.

Employees may also be entitled to a reasonable accommodation under the District's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy with the CEO for additional information.

The District will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the District will notify the employee before any information is released.

The District will not discriminate, harass or retaliate against any employee because the individual is, or is perceived to be, a victim of domestic violence, sexual assault or stalking or takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave under this policy should contact the CEO.

School or Child Care Activities Leave

An employee who is a parent to one or more children who are of the age to attend a licensed child care provider, kindergarten or grades one to 12 may take up to 40 hours of leave per school year to participate in any of the following:

Finding, enrolling or reenrolling the child in a school or with a licensed child care provider;

Participating in school or childcare-related activities; or

Addressing a child care provider or school emergency.

"Parent" includes parent, guardian, stepparent, foster parent, grandparent and persons who stand in the place of a parent (in loco parentis) to a child.

- Time off for reasons other than a child care provider or school emergency is limited to eight hours per calendar month. Child care provider or school emergencies occur when the child cannot remain in school or with a child care provider due to one of the following:
- The school or child care provider has requested that the child be picked up or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires that the child be picked up from school or child care;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider (excluding planned holidays); and
- A natural disaster (e.g., fire, earthquake, or flood).

Employees wishing to take time off for a planned absence (e.g., to participate in scheduled school or child care provider activities or enroll a child in school or with a child care provider), must provide reasonable advance notice to the CEO. Employees needing time off to address a child care provider or school emergency must provide notice to the CEO as soon as practicable.

The District may require employees to provide documentation from the school or child care provider verifying that the employee participated in the school or childcare activity, including the date and time of the activity.

Employees must substitute accrued paid time off (PTO) for any part of this leave. Employees who do not have PTO available will be allowed time off without pay.

Benefits

Benefit Eligibility

Full Time Employees *(*40 hours)

- Paid Time Off (accrual starts first day of employment; usage available after completion of 90 days of employment).
- Health Insurance (first of the month following 30 days of employment)
- Dental Insurance (first of the month following 30 days of employment)
- Vision Insurance (first of the month following 30 days of employment)
- Pension Plan (first day of employment)
- Short Term Disability Insurance (first day of employment – subject to waiting requirement)
- Life Insurance (first of the month following 30 days of employment)

Part Time Employees *(20+* hours)

- Employees working 20 or more hours a week or more are eligible for pro-rated PTO (accrual starts first day of employment; usage available after completion of 90 days of employment).
- Employees working 20 or more hours are eligible for benefits; however, employer contribution will be pro-rated to the hours scheduled and the premium cost difference will be covered by employee.

Temporary Employees

- Temporary employees are not eligible for benefits.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employees. Attendance at such activities during working hours, whether required by the District or requested by individual employees, requires the written approval of the CEO. To obtain approval, any employee wishing to attend an activity during working hours or at the cost of the District must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For *mandatory events* or seminars required by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the CEO in advance. Employee attendance at required outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to *voluntary* events, where an employee's attendance is voluntary, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. As employees are expected to maintain their own professional licenses and certifications, continuing education units and courses are generally expected to be compensated by the employee.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Wage replacement benefits; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers Compensation Benefits (DWC Form 1) and return it to the CEO; and
- Provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, ongoing treatment, and your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to the employee's same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had the employee not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on the employee's qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of the employee's job

because of a physical or mental disability, the District will engage in an interactive process with the employee. The District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act and the California Fair Employment and Housing Act.

The law requires the District to notify the workers' compensation insurance practice of any concerns of false or fraudulent claims.

Holidays

The District observes the following paid holidays and closes the District office in observance.

- January I (New Year's Day)
- Martin Luther King, Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

At the start of each calendar year, a list of dates on which those holidays will be observed will be distributed to all employees.

lf the holiday falls on a Saturday, Friday will generally be observed. lf the holiday falls on a Sunday, the Monday will generally be observed.

Lactation Policy

The District accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of the business, break time may be denied to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to the employee's work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. The District will also provide access to a nearby sink with running water and a refrigerator (or other cooling device) suitable for storing milk near your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space.

Employees who desire lactation accommodations should contact the CEO to request accommodations.

Discrimination based on sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Insurance Benefits

Health, Dental and Vision Insurance

If you are a designated regular employee working 20 or more hours per week, you will receive all the benefits described in this Handbook, including comprehensive medical insurance (health, dental, and vision), as soon as you meet the eligibility requirements of each plan.

Exempt eligible employee pays 5% of cost each for self, spouse and dependents.

Non-Exempt eligible employee pays 5% of cost for self (under a designated plan) and pays the cost for spouse and dependents or for alternative plans.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication.

Life Insurance:

The District will provide a policy for the employee at no cost to the employee.

Disability Insurance

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner who is seriously ill, or to bond with a newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Unemployment Compensation

The District contributes each year to the California Unemployment Insurance Fund on behalf of its employees.

Social Security

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

You are protected by the District's workers' compensation insurance policy while employed by the District, at no

cost to you. The policy covers you in case of occupational injury or illness.

Retirement Plan

The District provides participation in the California Public Employees' Retirement System (CalPERS) Pension program in which employees and employer each contribute a set percentage of base salary as prescribed by CalPERS. All eligible participants will receive a summary plan description.

Management

Employee Property

An employee's personal property, including but not limited to packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of the District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Names and Addresses

The District is required by law to keep current all employees' names and personal mailing addresses. Employees are responsible for notifying the District in the event of a name or address change.

Open-Door

Suggestions for improving the District are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the District. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then conduct an appropriate inquiry and provide a solution or explanation.
- If the problem persists, you may describe it in writing and present it to the CEO, who will conduct an appropriate inquiry and provide a solution or explanation. We encourage you to bring the matter to the CEO as soon as possible after you believe that your immediate supervisor has failed to resolve it.
- This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, the District values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by the employee's supervisor. Your first performance evaluation will take place after completion of your introductory period. Subsequent performance evaluations will be conducted on or about the anniversary date of your employment with the District. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the District and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the District maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the CEO.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If there is a change in any of the following items, please be sure to notify your supervisor as soon as possible.

1. Legal Name
2. Mailing Address
3. Home Telephone number
4. Person to call in case of an emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any company vehicles
9. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in our personnel files is incorrect.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the District receives your written request to inspect or copy your personnel records (unless you/your representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 0.50 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the District will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Workplace Privacy

Employees may not use any audio or video recording devices in work areas or in the course of conducting business.

District Property

Electronic and Social Media

This policy is intended to protect the District's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and mobile phones), computer software/hardware and servers, and other District-owned items.

The District also uses various forms of electronic communication." "Electronic communications" includes e-mail, text messages, telephones, mobile phones and other handheld devices (such as cell phones, smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through the District equipment is the property owned by the District for the purpose of conducting District business. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any District property may be removed from the premises.
- All electronic communications also remain the sole property of the District and are to be used for District business. For example, email messages are considered District records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the District and remains the property of the District.
- Information stored in the District computers and file servers, including without limitation District-owned information such as resident, grant recipient, and vendor lists may not be distributed outside the District in any form whatsoever without the written permission of the CEO.
- Violation of any of the provisions of this policy, whether intentional or not, will subject the District employees to disciplinary action, up to and including termination.

Monitoring of District Property

The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The District computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The District reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of District policy or any law occurs. E-mail may be monitored by the District and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the District's ownership of the electronic information or ability to monitor the information. The District may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the District management.

In addition to all restrictions noted above, the following rules are applicable to the usage of company-provided computer systems:

1. Passwords are not to be shared for any computers or systems, unless approved by the District's IT service.
2. Employees are prohibited from accessing pornographic or offensive internet sites, and from printing or displaying any pornographic or offensive materials.
3. Downloading or installation of software from the Internet or any other source is strictly prohibited, except as authorized by the CEO. Such software may contain embedded viruses, may be untested and/or may interfere with the functioning of standard company software.
4. Copying of materials from the Internet (or any other source) in violation of copyright laws is not permitted. Employees are permitted to print out Web pages and download material from the Internet for informational purposes only so long as the purpose for such copying falls into the category of "fair use" as defined by copyright law and otherwise complies with this policy. Employees having any questions regarding copyright law or "fair use" should contact human resources.
5. Employees are prohibited from sending or receiving, by any means, inappropriate jokes or images, copyrighted materials, confidential or proprietary information or other such information without prior authorization.
6. The District has the right to block any websites deemed inappropriate or unnecessary in the workplace, including, but not limited to, social media sites.

Prohibited Use

All existing District policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of District assets or resources. It is a violation of the District policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against the District policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any District computer is a violation of the District's policy against sexual harassment.

This description of prohibited usage is not exhaustive and it is within the discretion of the District to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

The District provides computers, electronic communications, electronic information and information technology resources, including the Internet, to its employees to help them do their job. Generally, these District resources and property should be used only for business-related purposes; however, there are a few exceptions:

- Use of District phones in emergency situations
- To access the internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours provided that employees adhere to all other usage policies.

Any personal usage of District property must not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or

other shared resources, or violate any District policy, including policies against harassment, discrimination and disclosure of confidential information. All policies relating to monitoring usage of District property apply. The District reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Social Media

The District uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the District deems to be social media, consult with the CEO. Use of lnternet based programs such as Facebook, Linkedln, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of District goals. However, only authorized individuals can speak/write in the name of the District using the social media tools of the District such as the District Facebook page. The CEO will authorize you in writing if you can use these District social media tools to perform your job duties. Authorized individuals using the District social media tools shall identify themselves honestly, accurately and completely and comply with all District policies in using this media.

Your authorization is limited to business purposes and personal use of these District social media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of District property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other District policies against inappropriate usage, including the District's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential information apply.

Nothing in the District social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

Personal Electronic Devices

Although the District permits employees to bring personal electronic devices, including cellular phones, smartphones and personal digital assistants, into the workplace, employees are expected to remember that working time is for work. Therefore, employees should only engage in personal phone calls and other use of personal electronic devices during nonworking time, including meal and rest breaks. Outside of this time, personal phone calls and communications should be kept to a minimum and for emergencies only.

Employer Property

Furniture, desks, computers, cell phones, data processing equipment/software, and other District-owned items are the District's property and must be maintained according to District requirements and standards. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

District voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, and e-mail messages, and texts

to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, cell phones, pagers, mobile email, etc. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave the District, unless other arrangements have been made. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination or otherwise arranged.

Copyrighted Material

The District does not condone the illegal duplication of copyrighted materials, including software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 U.S.C. §106 states in part "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the users' right to make a backup copy of software for archival purposes. Penalties for violation of this federal law include fines of up to $100,000 and jail terms of up to five years.

Driving for Company Business

Due to the nature of our business, your position may require driving for company business. The District does not maintain a fleet of vehicles and your own personal car may be required for business purposes..

If you are driving your personal vehicle for approved company business (excluding commute time), you must record and will be reimbursed mileage at the IRS prevailing mileage rate. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. If you are involved in an accident in your personal vehicle while on District business, the District will reimburse you your deductible to help defray costs incurred. California strictly bans the use of mobile phones while driving, except in the case of emergency calls to law enforcement, the fire department, or other emergency services. The District has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, text, receive or converse on the mobile phone in any way. As a courtesy to other employees riding in a car with you for company business, we ask that you limit personal calls to emergencies only.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Nondisclosure or Use of Confidential Information

During the term of employment with the District, employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is not generally known to the public and which is, or may be, either applicable or related to the present or future business of the District, its research and development. For example, trade secret information includes, but is not limited to, devices, inventions, processes and compilations of information, records, specifications, and information concerning real estate negotiations or vendors. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except for the benefit of the District and as required in the course of employment with the District. Employee agrees that the employee will not remove or otherwise transmit confidential, proprietary or secret information without express prior written consent of an authorized District representative. The above agreement should not be construed as constituting a promise of continued employment for at-will employment purposes.

Smoking and Vaping

Smoking and vaping are not allowed in any enclosed area of the facility and must be away from any entrances or exits from the building. Smoking should be kept away from public view.

Expense Reimbursement

You must have your manager's authorization before you incur an expense on behalf of the District. To be reimbursed for authorized expenses, including reimbursement for using a personal vehicle, you will need to submit an expense report. IRS regulations require documentation of miles traveled for mileage reimbursement, and for out-of-pocket expenses, a credit card charge slip, fully itemized bill or cash register receipt showing the name of the firm that provided goods or services. Only business related mileage above and beyond your normal commuting miles from your home to your primary workplace is reimbursable. Please submit your approved expense report to the CEO no later than the I0th of the next month. If you have questions about expense reporting, please contact the CFO.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any vendor, supplier, or other person doing business with the District. Please discuss expenses paid by such persons for business meals or trips with the CEO in advance.

Conducting Personal Business

Employees are to conduct only the District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours except in emergencies.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding the District, its Directors or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the CEO. Any breach of this policy will not be tolerated and legal action may be taken.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. The District desires to avoid misunderstandings, complaints of favoritism, or lack of objectivity, claims of sexual harassment, and the morale and dissension problems that potentially results from romantic or other non-work-related relationships between employees. Personal or romantic involvement with a competitor, supplier, or subordinate employee which impairs an employee's ability to exercise good judgment creates an actual or potential conflict of interest. Employees are required to immediately notify the CEO of any relationship that potentially falls under this policy. If, in the District's opinion, any of the potential problems noted above cannot be avoided in a reasonable manner, the District may take any action that the Company deems appropriate to address the situation. This includes transferring an employee to another position or terminating employment.

Personal Communications

Please keep personal communications to a minimum, so as not to interfere with your work. You are permitted to make personal cell phone calls, limited local area calls on company telephones, text, or use other "smart phone" functions during lunch or "break" periods only. Emergency calls may be made or taken at any time, but efforts should be made to take those communications privately. At no time is it acceptable to be on a personal mobile phone or similar device while in the presence of visitors, residents, vendors within business areas, unless there is a legitimate business reason to do so. Mobile phone ringtones should be turned down or off so as not disturb others around you. We understand that there are legitimate business reasons for needing to use cellular phones or similar devices in the workplace, and this policy is not meant to impede those necessary business communications. Do not use the District as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter, unless your office is set up to take payments for postage. Although the amount may seem small, it is still considered theft.

Dress Code and Other Personal Standards

Since each employee is a representative of the District in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. All employees are prohibited from chewing gum during business hours of operation. Employees' hair must be clean and neat in appearance. Employees must not smell of smoke during working hours. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

If a specific dress code is not provided to you, use "business casual" as your standard. Acceptable business casual clothing includes suits, sport coats, or dress shirts and slacks with ties, blouses and sweaters with skirts or dress slacks or dresses. T-shirts, tank or halter tops, low cut blouses or shirts, flip flops, tennis shoes, casual pants (yoga, sweatpants, cargo), and shorts, are not permitted for any employees. All clothing should be clean and without rips or holes.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a District representative with day-to-day personnel responsibility and discuss the need for accommodation.

Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off District premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify the CEO of such use immediately before starting or resuming work.

The District will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity

to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Off-Duty Conduct

While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility. Off-duty conduct by an employee that directly conflicts with the District's essential business interests and disrupts business operations will not be tolerated.

Other Employment

While employed by the District on a full-time basis, employees are expected to devote their energies to their jobs with the District.

Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest or that impairs the employee's ability to fulfill employment obligations to the District, must submit a written request to the CEO explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District's objectives.

The following conduct is prohibited and will not be tolerated. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or tenant;
- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- Being convicted of a crime that impairs or impacts job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management or the use of abusive or threatening language toward a supervisor

or member of management;

- Using abusive, threatening or intimidating language at any time on District premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of two consecutive scheduled workdays.
- Leaving work without obtaining permission for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or District policy, rule, procedure or violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

As an employee of the District, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business.

If you are unable to report for work on any day, you must communicate with the CEO before scheduled to work for that day. Excessive absenteeism or tardiness will not be tolerated. The District defines excessive absenteeism as more than three (3) days' absence in a three (3) month period. Absences covered under California's Paid Sick Leave, absences accompanied by a doctor's note, and absences considered protected leave under applicable state or federal law will not be included when assessing excessive absenteeism. Two (2) unapproved tardy days or leaving before the end of a scheduled shift within a 3- month period (not for the reasons mentioned above), will count towards 1 unexcused absence.

If you fail to report for work without any notification to the CEO and your absence continues for a period of three (3) consecutively scheduled workdays without notice, the District will consider that you have voluntarily abandoned or quit your employment.

Absences protected by state and federal law do not count as a violation of this policy.

Wages

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by the CEO. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with appliable law as follows:

- All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek shall be paid at a rate one and one-halftimes the employee's regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

The District will pay non-exempt employees at an amount equal to their hourly wage for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by the employee's supervisor;
- Any hours in excess of 40 in one workweek will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

On occasion, we may request that you attend a mandatory company-sponsored meeting. We do our best to schedule mandatory meetings at times when most employees are scheduled to work. However, there may be cases where they are not during hours you are normally scheduled to work. If a mandatory company-sponsored meeting is held during your non-working hours, and you are a non-exempt employee, you will be eligible for payment based on the actual meeting time attended. Exempt employees will not receive any additional salary compensation at the appropriate rate of pay.

Payment of Wages

Paychecks are normally available by 5:00 p.m. on the 15th and last day of each month at the District office.

Workweek

The District's workweek starts at 12:01am on Sunday and concludes on Saturday at 12:00 midnight.

Twice-Monthly Payments

All employees are paid twice a month on the 15th and last day of the month.

Deductions (Mandatory)

The District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes and your contribution to Social Security. These deductions will be itemized on your paycheck stub. The amount of the deductions from your paycheck may depend on your earnings and on the information you furnish on your W-4 form regarding the number of withholding allowances you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to human resources immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each

year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered levies or garnishments, will be explained to you whenever the District is ordered to make such deductions.

Deductions (Optional)

If you elect to participate in the health, dental, and/or vision insurance plan(s), or the flexible savings plan appropriate deductions will be made from your paycheck.

Automatic Deposit

The District, through its payroll service, offers automatic payroll deposit for employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the CFO) and return it to payroll at least IO days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the CFO and return it to the CFO at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than IO days before the end of the pay period.

Timekeeping Requirements

Time Recording for Exempt Employees

State and federal laws require employers to pay overtime pay to some classes of employees, but other classes of employees, including most managers, administrative employees and professionals, are "exempt" from coverage under these laws provided they are paid on a salary basis. An employer must treat an exempt employee in very specific ways, or the employee may lose the exempt status. For example, an employer can only reduce the salary of an exempt employee under certain circumstances, as reflected in this policy.

If an exempt employee takes time off due to sickness or personal reasons, each full day of absence will result in a salary reduction of one day's pay, except to the extent the absence is covered by Paid Time Off benefits, and no reduction in salary will be made for an absence of less than one day. If the exempt employee has no available Paid Time Off, their salary will not be reduced in increments of less than one day. Regardless of whether an absence would result in a salary reduction under this policy, a PTO request or timesheet adjustment is required whenever an exempt employee misses one scheduled work day.

If an exempt employee takes time off due to jury duty, military service or appearance in court as a witness, each full week of absence will result in a salary reduction of one week's pay, except to the extent the absence is covered by Paid Time Off or Jury Duty benefits, and no reduction in salary will be made for an absence of less than one week. Exempt employees are required to use any available Paid Time Off benefits to cover any time off from regularly scheduled work. In the sole discretion of your manager, you may make up missed time instead of using paid leave benefits, whether or not the "make up" time is within the same workweek. In that event, no PTO request or timecard adjustment is required. When recording time off as an exempt employee, whether paid or unpaid, you must document request in writing to the CEO. Reductions in salary will only be made in accordance with this policy.

Time Recording for Non-Exempt Employees

Employees who are not paid a salary and employees who do not perform work that is managerial, professional or administrative are classified as "non-exempt" from state and federal overtime laws. Non-exempt employees must be paid overtime for all time worked in excess of 40 hours per week. By law, we are obligated to keep accurate records of the time worked by non- exempt employees. As a non-exempt employee, you are responsible for recording your starting and stopping times on your timecard.

All nonexempt employees are required to submit a timecard to record time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees will be required to certify that their time record is accurate.

Non-exempt employees are not permitted to "make up" hours not worked in one workweek by working extra hours in another workweek, if this would result in more than 40 hours of work in any workweek. This is because the law does not allow employees to waive their statutory right to overtime pay. Any make up time within the same workweek requires express written approval from management.

Work Schedules

The District's core business hours are 8am - 6 pm. Certain District programs have adjusted hours on weekdays and also observe some weekend hours. Board and Board Committee meetings are typically scheduled weekdays between 5 pm - 9 pm and occasionally on weekends. The non-exempt staffs' scheduled shifts on those occasions will be adjusted. Whenever possible, the District will notify the non-exempt employee of any schedule change at least 5 business days prior to schedule change. Employee shifts will be assigned by the District and will be based on operational needs of the department/program involved. In certain situations, the District will approve alternative work schedules that meet District needs and that do not result in overtime.

Meal and Rest Periods

Rest Breaks

All non-exempt employees are entitled to rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break period. You are expected to return to work promptly at the end of any rest break.

Number of Rest Breaks

You will be authorized and permitted one (1) 15-minute net rest break for every four (4) hours you work. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3 .5) hours.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 15-minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

There may be practical considerations that make this general timing infeasible and that require the District to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. If you work more than ten (10) hours in a workday, you are entitled to a second meal period of at least 30 minutes. During your meal period, you are relieved of all work and you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Similarly, if your total work period for the day is more than ten hours but less than 12, you may waive the meal period as long as you do not work more than 12 hours in the workday and as long as you have taken your first meal period. This waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Recording Meal Periods

You must record any meal period on your timecard.

All work time must be accurately reported on your timecard.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the CEO.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to CEO.

Safety and Health

Ergonomics

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the CEO.

Fragrance Policy

We strive to maintain a fragrance-free workplace. Employees may not wear any of the following in the workplace or when on the job, regardless of location, if they may come in contact with visitors, tenants or coworkers: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, fragranced deodorants and/or similar products.

Security

The District has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the CEO when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

The District has a security alarm system that every employee will be informed how to set and release. The employee is expected to maintain confidentiality to secure safety. It is the responsibility of the employee last to leave to set the alarm and the first employee in to disarm it to prevent a "false response" fee from the Burlingame Police Department.

Workplace Violence

The District has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on premises and at District-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to the CEO.

A threat includes, but is not limited to, any indication of intent to harm a person or damage District property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	**Type of Threat**
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, 'Tm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must always be safety-conscious . Report all work-related injuries or illnesses immediately to the CEO. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the copier area of the office.

Termination

Employee References

All requests for references must be directed to the CEO. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage you last earned.

Exit Interviewing

The District strives to maintain a positive working environment through several processes. The CEO obtains feedback from departing employees through an exit interview process. By participating in the exit interview process, an invaluable source of information is gathered.

The CEO will attempt to conduct an in-person exit interview with each employee that voluntarily resigns.

The interview consists of standard questions relating to the employee's work environment. The District is committed to confidentiality. All information collected during the exit interview is confidential to the extent possible.

The information received from departing employees will be used by senior leadership to analyze positive and negative work factors that may impact employee retention.

Rehire

If an employee is rehired within 2 years of their original term date, they are eligible to receive an "adjusted service date" which is used for the calculation of seniority and PTO accrual. If an employee is rehired and more than 2 years have passed since their original term date, no credit will be given for prior service.

Seniority

Seniority is determined by hire date. If an employee is rehired within two years of original termination, prior service will be taken into consideration. An Adjusted Service date will be calculated and used for purposes of PTO accrual.

Involuntary Termination

Violation of the District policies and rules may warrant disciplinary action. The District may provide employee with verbal warnings, written warnings, and suspension. The system is not formal, and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The District also has the discretion to determine that termination is appropriate, even without any prior history of discipline. This discipline policy in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits employment at the District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, the employee's supervisor.

If possible, non-exempt employees are requested to voluntarily provide a minimum of two (2) weeks written notice of their intent to resign. If possible, exempt employees are requested to voluntarily provide a minimum of four (4) weeks written notice. Your written notice of resignation should be submitted to the CEO. The District uses notification periods to cover the work that needs to be done, while allowing search time for a replacement. Therefore, time off requests made during a notification period generally will not be approved.

Return of Company Property

Any District property issued to you, such as this handbook, keys, tools or uniforms, must be returned to your supervisor at the time of your dismissal or resignation, whether voluntary or involuntary, or whenever it is requested by the District.

Confirmation of Receipt

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the District is employment at-will; employment may be terminated at the will of either the District or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the District.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the District. The District reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the CEO, no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the CEO has the authority to make any such agreement and then only in writing, signed by the CEO.

Employee's Signature_____

Employee's Printed Name _____

Date .....

Peninsula
HEALTH CARE DISTRICT
Building a Healthier Community

Strategic Plan Update Board Report

July 2025 - October 2025

Table of Contents

Strategic Goals.....01
Report Highlights.....02
Preventive Health Update.....03-12
Mental Health Update.....13-23
Dental Health Update.....24
Integrated Services Update.....25-27
Events, Announcements, Reading.....28

Strategic Goals at a Glance

1 Preventive Health

Preventive Health One-Year Goals

1.1 Sponsor Community Health Events
1.2 Conduct Vaccination Programs Needs Assessment
1.3 Blue Zones Research & Integration
1.4 Conduct Substance Use Needs Assessment
1.5 Conduct Health Screenings Needs Assessment
1.6 Develop Programming & Increase Membership for the Health & Fitness Center

2 Mental Health

Mental Health One-Year Goals

2.1 Launch allcove™ San Mateo
2.2 Develop SMC Youth Mental Health Strategic Plan
2.3 Review Care Solace Program Impact
2.4 Participate in Mental Health Events
2.5 Diversify Youth Advisory Group
2.6 Conduct Senior Mental Health Needs Assessment

3 Dental Health

Dental Health One-Year Goals

3.1 Review Financial Model & Long-Term Sustainability
3.2 Provide Access to Oral Health Care & Education

4 Integrated Services

Intergrated Services One-Year Goals

4.1 Define Community Hub Programs, Services & Financial Sustainability Model
4.2 Review & Assess Grants Program
4.3 Increase Occupancy at The Trousdale Assisted Living Facility

Report Highlights

Preventive Health

- Successful Age Well Health Fair with 220 older adults, 30+ volunteers, and five partner organizations providing screenings and education.
- Deterra Drug Deactivation Campaign showed strong impact: nearly 60% used the pouch; 87.5% were satisfied with receiving it.
- Blue Zones Planning Committee launched, beginning event-series planning and building a stakeholder network.
- Health & Fitness Center grew to 380 members and added new programs, including a Caregiver Support Group and Stretch & Renew Series.
- Expanded community health education, offering webinars that supported teen resilience, identity, confidence, and overall well-being.

Mental Health

- allcove San Mateo achieved full Model Integrity, becoming the first allcove center in history to reach this milestone.
- Extensive outreach and engagement:
  - Distributed 2,000 brochures during SMUHSD freshman orientations
  - Conducted 214 tours, 38 presentations, 23 tabling events, and 11 outreach activities across schools and community sites
- Youth Advisory Group expanded with 19 new members, who also presented at the Respect 24/7 Conference for educators and wellness professionals.
- PHCD is exploring Maro, a digital mental health screening platform for schools to support early identification and intervention.
- Healthy Aging Pathways launched in July and is steadily growing, now supporting 42 older adult residents with case management services.

Dental Health

- All FQHC and long-term sustainability pathways were fully evaluated, with the decision for Sonrisas Dental Health to remain independent while beginning recruitment for a new CEO.
- Provided oral health screenings to 505 children and 67 seniors, strengthening early detection efforts and increasing awareness of preventive dental care across the community.

Integrated Services

- The Trousdale achieved a record-high 96% occupancy, reflecting strong demand and effective outreach, tours, and engagement activities.
- Community Grants Program activity remained robust, with 46 Letters of Interest received and 40 organizations invited to submit full applications for further review.
- Impact Partner application reviews were completed, supporting multi-year funding decisions and alignment with District priorities.

1.1 Community Health Events

Partner and host community health resource events.

Parent Venture continues to be our valued provider of health education for parents, extending our reach to District families with high school and elementary school aged students. To accomplish this strategy, we have an **ongoing partnership with San Mateo Union High School District**, and this past academic year (2024-2025), we **launched a collaboration with San Bruno Park School District**. This summer, we signed a Memorandum of Understanding with Parent Venture to further primary school-focused content through a **new partnership with San Mateo-Foster City School District** for the 2025-2026 academic year.

For select health and wellness webinars during this period, see below:

- **Thursday, October 9:** Helping Students Navigate AI with Confidence and Curiosity



In this session, Ana Homayoun, founder and academic advisor, and Jesse Park, academic advisor, from Green Ivy Educational Consulting, explore how we're guiding students to understand both the possibilities and the pitfalls of AI.

- **Wednesday, October 22**: 4 Ingredients for a Meaningful Life: Helping Adolescents Make Wise Choices

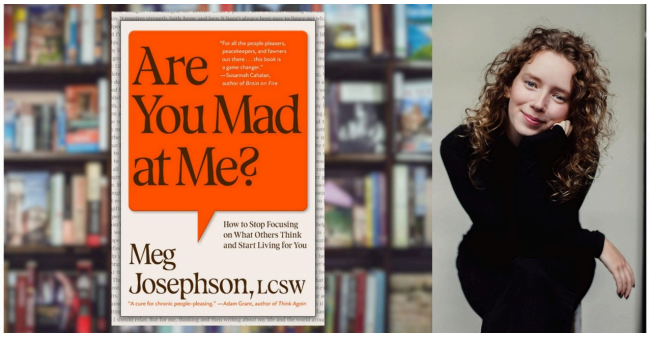


In this talk, Chris Balme explores four essential conditions—variety, reflection, agency, and connection—that help teens develop resilience, identity, and purpose.

An education leader, writer, and school founder, Balme is dedicated to helping young people unlock their potential. He is the Founding Principal of Hakuba International School, author of the bestselling Finding the Magic in Middle School, and more recently, Challenge Accepted: 50 Adventures to Make Middle School Awesome.

- **Wednesday, October 29**: Helping Kids (and Parents) Break Free of People Pleasing and Perfectionism

In Are You Mad at Me?, psychotherapist and NY Times bestselling author Meg Josephson, LCSW, reframes “people-pleasing” and shares practical tools to spot perfectionism, navigate conflict, and strengthen family bonds for both parents and kids.



- **Thursday, October 30**: Values in College Admission: Getting There, Being There—What’s New, What’s Not



A wide-ranging discussion of new considerations for students and families as they navigate today’s college-admission landscape—and, more importantly, as they begin the college experience itself.

Enjoy full access to The Parent Venture’s complete Video Library and archive of Newsletters.

1.2 Vaccination Programs

Create a strategic framework by conducting research and an analysis of the District’s health needs.

No update to report.

1.3 Blue Zones

Identify and implement opportunities for carrying out key components of the Blue Zone program across the District.

After recruitment concluded at the end of the summer, the Blue Zones Planning Committee launched in October and convened participants including the PHCD CEO and Directors, the Samaritan House CEO and COO, the Government Relations Director for Mills-Peninsula, and Mark Hudak. Throughout October, **the Committee met weekly to plan and coordinate key activities such as website development, stakeholder outreach, focus groups, and logistics for the keynote event.**

The Committee elected to pause meetings during the holiday season and to focus on recruiting additional members. The group will reconvene in January, allowing time to bring in new representatives from organizations such as Thrive, SAMCEDA, and the faith-based sector.

1.4 Substance Use

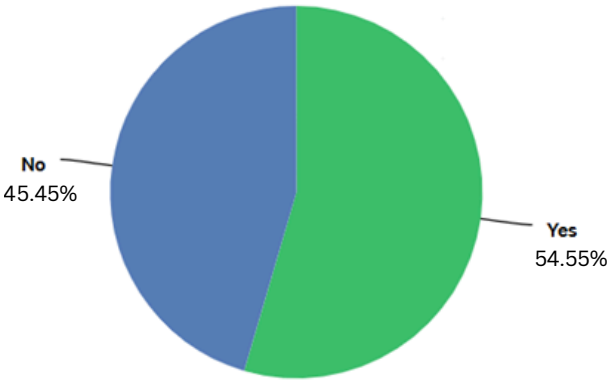
Review and analyze the community's need for substance education / intervention programs.

During the last report, **Deterra Drug Deactivation System Pouch and Awareness Postcard Mailing Campaign**, a comprehensive education and prevention campaign aimed at reducing accidental poisoning, drug misuse, and diversion of unused or expired medications within homes, was completed.

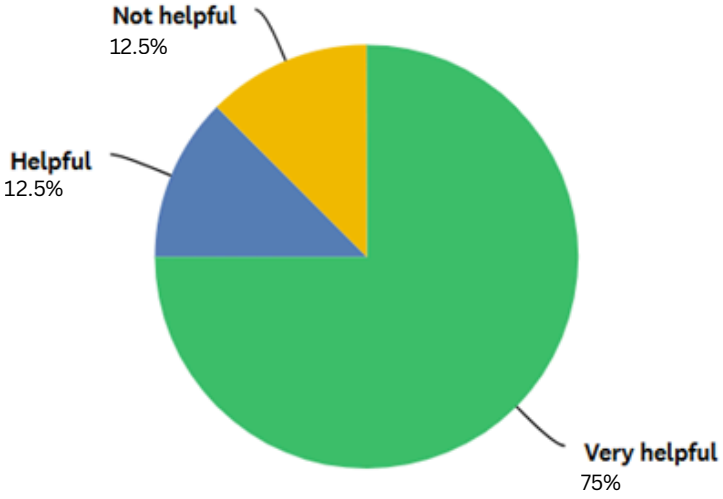
As part of the mailer, a survey link (QR code) was added to gather feedback on user experience and ease of use. Please note that the survey will remain open, and we will continue to accept feedback over time:

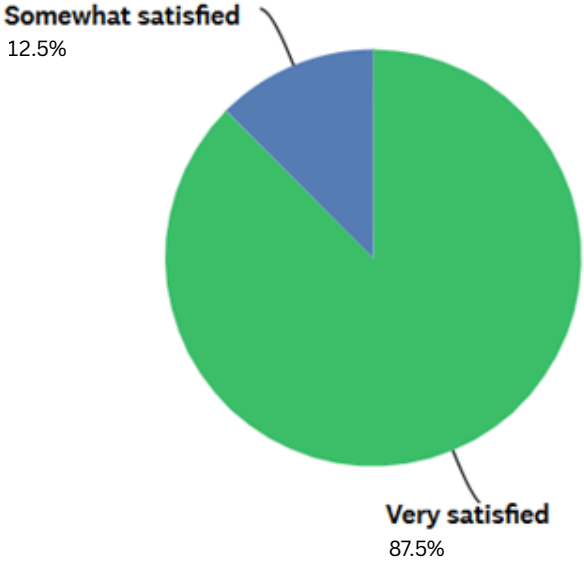
Below are initial results.

- 54.5% of respondents have used the Deterra pouch to deactivate unused and/or expired medications in



- 100% of respondents stated that the instructions on how to use the Deterra pouch was easy to use.





- Respondents were very satisfied (87.5%) or somewhat satisfied (12.5%) with receiving the Deterra pouch and mailer.

A District resident shared the following comment through the District website contact form:

"Dear representative, I just received one of your drug disposal pouches. How excellent! I've been taking medications back to Walgreens for years, however due to a disability it has become difficult. I would love to know how to go about obtaining more pouches. Thank you!"

The pouches will also be made available at future community events.

1.5 Health Screenings

Increase visibility and Create a strategic framework by conducting research and an analysis of the District's health needs.

Senior Health Fair focused on Key Screenings

On Saturday, August 9, the Peninsula Health Care District launched its 1st Annual Age Well Health Fair at the PHCD Health & Fitness Center (HFC). Health and Wellness activities focused on older adults and seniors were offered both inside and outside of the Center.

- 220 older adults and seniors participated in the health fair
- 31 volunteers supported the event, of which 17 were recruited from the District community through various communication channels, and 14 were HFC members and staff
- Five community organizations were invited to support health screenings and the provision of health and safety information and community resources



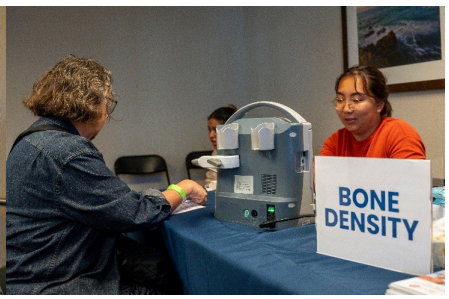


Health Screenings

The Health Screenings component of the fair was made possible by leveraging our existing partnerships with three organizations who were awarded funding from the PHCD Community Grants Program and Special Initiatives: (1) Chinese Hospital, (2) Breathe California, and (3) Hep B Free.







Partner	Screening	Description	Number of Individuals Screened
Chinese Hospital	Bone Density	Assesses bone strength and risk for osteoporosis, especially important for older adults. A painless test that helps protect against future fractures.	**109**
Chinese Hospital	Blood Pressure	Measures the force of blood in your arteries. High or low blood pressure can be early signs of heart disease, stroke, or other health concerns.	**130**
Chinese Hospital	BMI (Body Mass Index)	Quickly checks your weight relative to your height to assess if you're underweight, at a healthy weight, or overweight—an important step in evaluating your overall health.	**122**
Chinese Hospital	Glucose	Checks your blood glucose level to screen for diabetes or prediabetes. Early detection helps prevent serious complications.	**153**
Breathe California	Lung Function	Non-invasive screening checks how well your lungs are working, helping detect signs of asthma, COPD, or other breathing issues. Great for anyone with a history of smoking, shortness of breath, or chronic cough.	**185**
Hep B Free	Hepatitis Screening	Hepatitis B screening via blood test.	**35**
	Hepatitis Education	Intended to increase understanding risk factors. The number of individuals counted reflects a standard of having "meaningful dialogue" about the risk factors, rather than simply counting individual who stopped by the table to pick up a flyer, etc.	**40**

Information & Resources

Two organizations, also grantee partners from Impact Partners and Small Grants programs, shared community resources and education in the areas of emergency preparedness and safety, and older adults and senior care and services.

- **AgeUp, Inc.** – the home for Ombudsman Services of San Mateo County: provided information about their programs and support services for seniors, caregivers, and their families.



- **Central County Fire Department & CERT** (Community Emergency Response Team): engaged with the public and offered emergency preparedness information and resources.



Senior Management Consultations
Healthy Aging Pathways, a program of Peninsula Health Care District, provided free to very low-cost, personalized case management for seniors.

Social workers conducted 22 consultations through pre-scheduled appointments and a few walk-ins.

Health & Fitness Classes
Four, 30-minute classes adapted to older adults and seniors were offered by the HFC team.

Class	Description	Attendance
How to Prevent Falls	Simple strategies to stay steady on your feet. This class covered balance exercises, home safety tips, and movement techniques to help participants feel more confident and reduce the risk of falling.	**24**
Meditation	Quieting the mind and finding your center. In this guided class, easy-to-follow techniques were introduced to promote relaxation, reduce stress, and enhance mental clarity.	**18**
Chair Yoga	A gentle, accessible yoga class done entirely seated or using a chair for support. Through guided movements, participants were introduced to techniques that can improve flexibility, strength, and balance and mindful breathing.	**16**
Chair Zumba	A fun, low-impact dance workout done from a chair, using upbeat Latin and world rhythms. Techniques can improve coordination, cardio health, and mood.	**14**





Fitness Assessments
Health & Fitness Center trainers provided 1:1 assessment that helped participants understand different aspects of physical fitness and strength.

Activity	Description	Attendance
Fitness Assessment	Provide a snapshot of strength, balance, flexibility, and more. Specific measures include: weight, body fat %, upper and lower body strength, and balance.	**25**

Vouchers

To encourage participation in the event offerings and as a way to support health aging, PHCD offered $30 vouchers to the Burlingame Farmers Market.

Eligibility was based on the following:

- Individuals 60+
- Participation in at least 3 activities (Health Screening, Class, Consultation, Visit a Table)
- A total of 147 participants received vouchers.

1.6 Health & Fitness Center

Increase visibility and membership to serve more of the community.

July marked the Health & Fitness Center's (HFC) 7-year anniversary, and members enjoyed a week full of new classes, including Stretch, Brain Games, Cooking, Barre, and an Obstacle Course Challenge.



The event brought together both new participants and long-time members, setting the tone for a vibrant summer ahead. As of October 2025, HFC membership has grown to 380.

Community Outreach

Our community outreach has grown this past quarter, allowing us to connect with new partners, engage a wider audience, and share valuable health and wellness resources across the Distict. Our HFC team participated in several key events, each offering a unique opportunity to support the community:

- Millbrae Health & Fun Fair in partnership with Chinese Hospital
- Senior Showcases in both Burlingame and Foster City
- Health Plan of San Mateo CareAdvantage Event supporting older-adult health resources
- Fall Prevention Presentation at the Burlingame Recreation Center, leading up to our upcoming Fall Prevention Program
- Burlingame on the Avenue
- Fall Fest

Health Education

This year, we expanded our educational and wellness offerings to support members' physical, mental, and intellectual well-being. Highlights included **Everyday Tech Help, a Scam Prevention presentation by Cassie Villar of San Mateo County Adult Protective Services, and an Alzheimer's Awareness session from the Alzheimer's Association**—all designed to keep our community informed and empowered.

Our health-focused programming also **featured an engaging seminar on gut health led by Dr. Henry Sanchez**, who provided a memorable hands-on demonstration using an actual intestinal specimen.



Additionally, Marc Rappaport, Clinical Director of allcove San Mateo, guided a well-attended series of mental health discussions covering suicide prevention, reducing stigma, recognizing early warning signs, and fostering open dialogue. Together, these offerings enriched our members' understanding of both physical and emotional wellness.

Socialization & Wellness

To further support social connection and community well-being, we expanded our lineup of enriching activities and support programs. This included a Burlingame History class taught by member Joanne Garrison and the launch of our monthly **Caregiver Support Group** in partnership with Healthy Aging Pathways, providing valuable resources and encouragement for caregivers and their loved ones.



Creative and recreational programs also remained strong. Our **art workshops** featured quilling, where participants crafted intricate

intricate designs using shaped strips of paper, while **Trivia continued** to be a monthly favorite, drawing participants for fun, themed sessions filled with friendly competition. October brought added community spirit with our **first annual Pumpkin Showcase**, featuring seven festive entries, followed by a **Healthy Halloween Showcase** offering nutritious treats and seasonal celebration.



Fitness Classes

This year, the HFC **expanded its weekly schedule with the addition of two new 3 p.m. classes**—Balance on Tuesdays and Strength on Thursdays—providing members with more consistent afternoon fitness options.

We also **introduced a variety of new pop-up fitness classes, including Rhythm & Sculpt, Jazz Dance, and Bachata**, giving our community fresh and fun ways t stay active and engaged.

In support of member wellness, the HFC continued to grow its specialty programs. We initiated the second cohort of the Fall Prevention Program and launched a brand-new Stretch & Renew Series, both designed to enhance safety, mobility, and overall physical well-being.

- **Fall Prevention Program (Cohort 2)**: A three-month initiative serving 15 participants, focused on home safety, emergency preparedness, and targeted exercises to improve balance and strength.
- **Stretch & Renew Series**: A six-week program offering structured instruction in effective stretching techniques. Each session targeted a different area of the body to promote flexibility, mobility, and overall physical wellness.

Read the Fitness Center's FY2025-26 Quarter 1 report, by clicking here.

2.1 allcove™

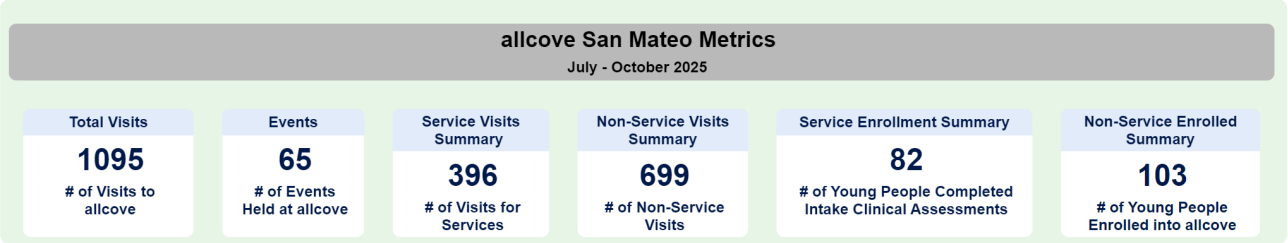
Launch allcove San Mateo Youth Drop-In Center by Fall of 2023. Focus on attracting clients, quality care, service integration, and a financial sustainability model.

Model Integrity

The team is proud to share that in July we officially onboarded our physical health team, marking a major milestone at allcove San Mateo. With this addition, our center now offers all six allcove model service streams, achieving full Model Integrity, a significant accomplishment within the allcove network. Notably, **allcove San Mateo is the first center to achieve Model Integrity**, reflecting our team's dedication to delivering comprehensive, youth-centered care. This achievement represents both a culmination of extensive planning and collaboration, and a new chapter in our ongoing commitment to providing essential, integrated services for our community.

Services and Events Update

Between July and October, the center welcomed a steady flow of young people accessing services and utilizing the space outside of scheduled events.



A total of **394 service visits** were recorded, reflecting ongoing engagement with mental health and supportive services. In addition, the center experienced **440 space utilization visits**, where youth came to study, seek informal support, or connect socially, demonstrating that allcove continues to serve as a trusted and welcoming environment for young people in the community.

We also **enrolled 103 new youth into services** during this period, signaling increased awareness of and confidence in allcove San Mateo as a vital resource for youth wellness. Meanwhile, **259 event visits** were recorded, representing **150 first-time attendees**, a strong indicator of our expanding community reach.

From July through October, the allcove San Mateo team organized **64 events**, including six collaborations with community organizations and two partnerships with school clubs. Each event was intentionally designed to foster belonging, promote wellness, and encourage meaningful youth participation.

Our collaborative events include:

- **Shop, Eat, Repeat**: allcove San Mateo Flea Market 2.0 featuring small business vendors in collaboration with NAMI
- **Wired for Change**: Exploring the Teen Brain and Substance Use with the Child Mind Institute
- **Sonny Angel Keychain Making Workshop** with the Be There Project
- **Domestic Abuse and Violence Awareness and Prevention Workshop** with Aragon High School's Women of the World Club
- **Know Your Rights** / Taller Conozca Sus Derechos with Comité Latino and the Immigrant Legal Resource Center (ILRC)
- **Get in the Loop: An Introduction to Crochet Workshop** with Burlingame High School's Crochet for a Cause Club

As we moved into the fall months, the team placed greater focus on collaborative and school-based partnerships, working directly with student clubs to co-design events that resonated with their peers. These partnerships not only expanded outreach to new audiences but also strengthened youth leadership and engagement within the center.

To better align programming with community interests, the team **launched a Fall Events Interest Survey, which gathered 44 responses. Notably, 71% of respondents had never been to allcove San Mateo before**, underscoring the survey's success in reaching new youth populations and informing future event planning.

Together, these efforts highlight allcove San Mateo's continued growth as a hub for community support and a youth-driven space fostering belonging, creativity, and well-being.

Outreach and Marketing

Outreach remains a central priority as allcove San Mateo continues to establish itself as a trusted and welcoming space for youth and young adults. Outreach efforts focused on strengthening relationships with local schools, collaborating with community-based organizations, and engaging the public through presentations, tabling events, flyer distribution, and school-based advertising.

Through our **MOU with the San Mateo Union High School District** (SMUHSD), the team was able to expand its classroom presence and collaborate directly with school wellness teams to form stronger referral pathways. These opportunities included both general allcove presentations and topic-specific workshops. Additionally, through this partnership, we **distributed over 2,000 brochures during SMUHSD freshman orientations**, ensuring every new student received information

about allcove's services.

Additionally, we **conducted tours for 214 community members,** including 95 from community-based organizations, 91 youth, and 28 other community members, introducing them to our space and services, and **distributed 943 flyers** (excluding email outreach).

Our marketing and advertising efforts continued to expand and included:

1. Continuation of our **SamTrans bus advertisement**s featuring allcove messaging throughout San Mateo and surrounding district cities
2. **School-based advertisements** in newsletters (print and digital), websites, yearbooks, and playbills at the following schools:
    - Mills High School
    - Aragon High School
    - Burlingame High School
    - Hillsdale High School (Dance Ensemble)
    - Mercy High School
    - Capuchino High School
    - Serra High School
    - Borel Middle School

Building on the success of our SMUHSD MOU, the team is pursuing similar agreements with Burlingame School District and San Mateo–Foster City School District to strengthen collaboration and expand outreach to younger students.

We marked the finalization of an MOU with CORA, the only agency in San Mateo County solely dedicated to supporting individuals affected by intimate partner abuse. This partnership has established a direct referral pathway between allcove and CORA, ensuring warm handoffs and coordinated care for youth and families in need.

Collectively, these outreach and partnership efforts reflect allcove San Mateo's expanding visibility and integration across schools and community networks reinforcing our role as a trusted hub for youth wellness, prevention, and connection.

Presentations (38 Total)

We provided presentations on allcove San Mateo and various requested topics to several locations, including:

- Newcomer Group Presentation at San Mateo High School (in Spanish)
- Respect 24/7 Presentation

- Burlingame High School Health Classes (x5)
- Parent Connect (SMUHSD parent group in Spanish)
- Multilingual Learner Club at Capuchino High School (in Spanish)
- Capuchino Wellness Counselor Team Presentation
- SMUHSD College Fair Financial Aid Presentation
- Mills High School Latino Parent Presentation (in Spanish)
- Hillsdale High School Latinos Unidos Club Presentation (in Spanish)
- Skyline College Psychology Club Presentation on Depression Awareness
- San Mateo High School Health Classes (x7)
- Capuchino High School Health Classes (x7)

Additionally, we **conducted tours for 138 community members, including 56 community-based organizations, 50 youth, and 32 other community members.**

Tabling Efforts (23 Total)

Whenever possible, we participate in tabling events to distribute materials, connect with youth and families, and share information about accessing services at allcove San Mateo. This quarter, our team attended:

- Design Tech New Student Orientation
- Summer Days @ Foster City
- Burlingame on the Ave
- Borel Back to School Night
- Recovery Open House with Stretch Labs
- College of San Mateo (CSM) Back to School Event
- El Camino High School Back to School Night
- CSM Welcome Week
- HOPE Resource Fair and Memorial Walk
- Mercy Burlingame Self-Care Fair
- Design Tech High School Club Week
- CSM Club and Resource Fair
- Notre Dame Belmont Volunteer Fair
- Fall Fest
- Sutter Health's Men and Women Health Fair
- NAMI Walks
- Jefferson Union High School District Community Resource Fair
- Sequoia High School College, Career, and Community Fair
- PAL Día de los Muertos Celebration
- SMUHSD College Fair
- Canada College Health and Wellness Fair
- Design Tech Open House
- CSM Fall Health Fair

Activities Led at Schools (2 Total)

As part of deepening our school partnerships, we began exploring more consistent on-campus engagement opportunities. These interactive activities help build trust

with students while strengthening our relationships with school staff:

- Bowditch Elementary Pride Club Activity – Vision Board Making
- Bowditch Elementary Pride Club Activity – Keychain Making

Other Outreach Activities (9 Total)

To bring more community members and partners into the space, we continue to open the center for meetings, field trips, and collaborations. Our MOU with SMUHSD has made coordination smooth and effective, further strengthening these partnerships. This quarter, we hosted:

- StarVista's Health Ambassadors Program for Youth (HAP-Y) meetings (x4)
- Field Trip with Peninsula High School
- Burlingame School District Counselors Monthly Meeting
- San Mateo County BHRS Youth Committee Meeting
- ILP Hosting Meeting at allcove
- BACHAC Youth Advisory Cohort Meeting

Service Partner Development

As of July 2025, allcove San Mateo is proud to share **that all six service streams are now fully active** following the launch of our Physical Health Services. Both our psychiatrist and physician are now on-site every Wednesday, ensuring seamless access to care and coordination across disciplines. While Physical Health Services were initially planned to focus solely on sexual and reproductive health, our collaboration with the Stanford Teen Van created opportunities to expand offerings. We now provide a broader range of services, including sports and general physicals, in addition to sexual and reproductive health services.

Our **psychiatric services continue to be in high demand**, and we are grateful for our strong partnership with Lucile Package Children's Hospital in delivering these essential services to youth in San Mateo County. While psychiatry often involves significant wait times in the broader community, we are proud to offer appointments with minimal to no wait for our community.

Community Consortium

During this past quarter, the allcove San Mateo Community Consortium convened for a **pivotal meeting focused on developing a long-term strategy and shared vision for the group's continued growth and impact**. Under the leadership of our new Chair, Frieda Edgette, the Consortium engaged in a facilitated visioning exercise designed to clarify how members define and measure the success of both the Consortium and allcove San Mateo as a program.

This process provided valuable insight into members' perspectives on collaboration, community engagement, and alignment with the allcove model. It also fostered renewed energy and shared ownership among participants as we plan for the next phase of the Consortium's work. Following the visioning session, the Chair and Clinical Director **collaborated to review current membership, assess engagement levels, and identify potential new members who could contribute diverse perspectives and expertise.** Through this effort, we conducted four interviews and ultimately welcomed six new members to the Consortium. Looking ahead, the **Consortium will host a new-member orientation** in the upcoming quarter to provide background on the allcove model, introduce key operational structures, and outline the group's advisory role.

The recent progress within the Community Consortium reflects a significant step forward in strengthening governance, deepening engagement, and ensuring sustainability. With renewed leadership, expanded membership, and a clear roadmap for the months ahead, the Consortium is well-positioned to continue supporting the success and integrity of allcove San Mateo's mission.

Financial Sustainability

As noted in our previous quarterly report, allcove San Mateo has successfully executed a contract with the Health Plan of San Mateo (HPSM). **To date, we have submitted and received reimbursement for 16 mental health service claims, totaling $2,583.18.** We continue to receive regular referrals from HPSM and maintain our commitment to registering and scheduling referred youth within 24 hours of referral receipt.

We have also finalized a contract with Aetna for mental health services and look forward to expanding access for youth covered under Aetna insurance. While HPSM reimburses at 105% of Medicare rates, commercial payers such as Aetna provide significantly lower reimbursement. For example, a standard recurring therapy session with an HPSM member is reimbursed at $125.99 per session, compared to $82.75 per session for the same service through Aetna.

In addition, allcove San Mateo is now officially credentialed with Kaiser Permanente Northern California and is awaiting final contracting approval to begin accepting referrals. It is important to note that Kaiser reimburses only for services rendered by licensed providers.

We are also in the process of completing credentialing and contracting with Blue Shield of California, and we anticipate finalizing this partnership by the next strategic reporting period.

2.2 Youth Mental Health Program

Collaborate with the County Office of Education, County Health, and others to develop a countywide Youth Mental Health Strategic Plan.

United For Youth: Blueprint for School and Transition Age Youth Well-Being

The District has continued to explore opportunities to further support the United for Youth Blueprint Program and **strengthen PHCD's role in advancing youth mental health initiatives**. In the previous report, three potential partnership opportunities were identified for PHCD's continued involvement, one of which included Maro.

Maro is a digital platform designed to help schools identify and support students' mental health needs early through universal screening and data-informed intervention. The software provides schools with the ability to send and collect digital consent forms, administer clinical assessments, and track student well-being efficiently and securely. By simplifying implementation and data management, Maro offers an accessible way for elementary schools within PHCD's district to adopt a universal mental health screening process, ensuring that students receive timely support and connection to care.

The Youth Behavioral Health Program Manager (YBHPM) has been meeting regularly with Maro representatives and leadership from local elementary school districts, including San Mateo-Foster City, Burlingame, Millbrae, and San Bruno Park School Districts. Of these, three districts have expressed strong interest in exploring the implementation of Maro to enhance their student wellness systems.

The YBHPM will continue to collaborate with district partners and Maro to assess feasibility, and alignment with PHCD's strategic priorities. Findings and recommendations will be brought forward to the Board for review and discussion in a future meeting.

2.3 Care Solace

Effectively promote and review the impact of the Care Solace Program.

The Youth Behavioral Health Program Manager (YBHPM) continued ongoing coordination with Care Solace to strengthen and expand the partnership's outreach strategy. Together, they engaged all four elementary school districts within PHCD's service area and connected with each district's wellness team. To date, Care Solace

has presented to three of the four districts, offering platform updates and demonstrating its value as a comprehensive referral tool.

These updated presentations also allowed Care Solace to introduce the expansion of its services to include connections to a broader range of social support resources, such as housing assistance, food access, low-cost dental care, and other essential services. This enhanced functionality will enable school wellness teams to facilitate warmer handoffs and more holistic support for students and families in need, further strengthening PHCD's collective impact on community well-being.

2.4 Mental Health Events

Attend youth-related community events representing allcove PHCD, and host a youth engagement event per fiscal quarter at allcove San Mateo (once opened).

On September 3rd, the allcove San Mateo team, in collaboration with the Youth Advisory Group (YAG), hosted the **Back to School at the Cove event**. This community event was open to youth, parents, and residents interested in learning more about allcove and accessing support for the new school year. The goal of the event was **to help meet a community need by equipping students with tools, resources, and motivation to start the school year feeling prepared and supporte**d.

The event featured a combination of interactive workshops, creative activities, and free school supplies for attendees to take home. **The workshops were designed to promote academic success, mental wellness, and healthy habits as students transitioned into the new school year**.

Workshops offered:

1. Goal Setting & Time Management
2. Mental Health Strategies for School
3. Wellness for Student Athletes

Activities included:

1. Tie-dye shirt making
2. Vision board making
3. Keychain making

The Goal Setting & Time Management workshop guided youth through practical strategies for balancing school, extracurriculars, and personal goals using realistic planning tools. Mental Health Strategies for School focused on stress management techniques, recognizing signs of burnout, and building emotional resilience during the academic year. Lastly, Wellness for Student Athletes highlighted the connection between physical and mental health, emphasizing self-care, nutrition, and performance balance for students involved in sports and other demanding activities.

In total, 31 participants attended the event, including 11 workshop participants. The team distributed 124 school supply items, including backpacks, notebooks, pencil pouches, and post-it notes, each youth participant received a complete school supply kit.

The event was well-received by attendees and provided a valuable opportunity to showcase allcove's in-house workshops and provider expertise, as all sessions were led by allcove clinicians and staff. It also served as a meaningful platform for the Youth Advisory Group to practice event planning, community engagement, and youth leadership in action.









2.5 Youth Advisory Group

Diversify and increase membership.

During this reporting period, we successfully **interviewed 27 candidates and made the decision to onboard 19 new members to the Youth Advisory Group** (YAG). This selection process was a collaborative effort between the Youth Behavioral Health Program Manager and current youth advisors. **All 19 new members completed a comprehensive orientation, which included a presentation and guided tour of the allcove San Mateo center. Since onboarding,** YAG members have been actively engaged in supporting outreach efforts by co-presenting and tabling alongside staff at various community and school events.

As their first major project, the YAG led the planning and execution of the Back to School at the Cove event. Through their collaboration, youth members designed workshops, activities, speeches, and interactive experiences aimed at helping students start the school year with connection, confidence, and a focus on wellness.

In addition to event planning, the **YAG expanded its leadership involvement across multiple advisory platforms**. Members committed to participating in the Community Consortium, an advisory body composed of adult allies representing partner organizations, and designated representatives for the YAG Network Meeting, a monthly gathering that brings together youth advisory groups from all allcove centers statewide. These opportunities allow members to share ideas, learn from peers, and contribute to the broader allcove network's youth-driven mission.

In August, the **Youth Advisory Group was invited by the San Mateo County Office of Education to present at the Respect 24/7 Conference, an event designed for educators and wellness professionals to explore ways to build safer and more supportive school communities.** During their presentation, YAG members led a powerful discussion on what respect means to young people today and how schools can move beyond policies to cultivate belonging, equity, and well-being. Drawing from their own lived experiences, youth shared perspectives on mental health, identity, restorative practices, and inclusive learning environments. Educators left the session with greater insight into the realities students face and practical strategies for co-creating school cultures where every student feels safe, seen, and valued.

2.6 Senior Mental Health

Research and assess senior mental health needs.

The District remains focused on reducing isolation and enhancing social engagement through its direct services and community partnerships.

The **Health & Fitness Center** offers a variety of social programs for members and the broader community, as detailed in Section 1.6. The **Community Grants Program** continues to prioritize grantees who foster social connections among older adults, like the Let the Sunshine In program and Age Up. Additionally, the District launched **Healthy Aging Pathways** to help older adults stay connected to resources, services, and their community.

Case Management

The District's **Healthy Aging Pathway program officially launched in July 2025.** During its first quarter of operations, the program focused on building awareness and attracting clients. The District produced advertisements for the SMDJ, as well as brochures and flyers promoted through its website, social media, newsletters, press release, and at the District's Fitness Center. Materials were also shared with senior and recreation centers within PHCD boundaries. Catholic Charities supported outreach by distributing materials through their networks, including the San Mateo County Commission on Aging & Age-Friendly Coalition, the Catholic Charities Memory Café, and their Adult Day Social Program in San Mateo.

The most frequently requested services include navigating healthcare benefits, securing home care and caregiving support, and accessing health and social programs. Clients also sought assistance with job readiness and placement, transactional services, and food and nutrition resources.

From July to September 2025, the program served 42 unique residents through 377 total visits. This included 37 clients receiving Tier 1 services (189 visits), 33 clients receiving Tier 2 services (135 visits), and 5 clients receiving Tier 3 services (53 visits).



.

3.1 Dental Health

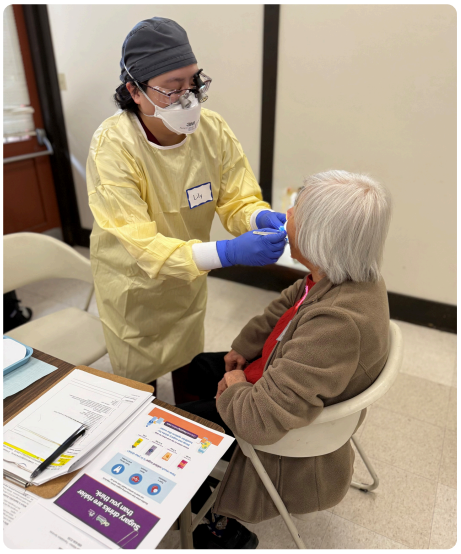
Review and revise the District's financial model and financial commitment to and with Sonrisas Dental Health.

All pathways to FQHC designation and all financial sustainability options have been thoroughly explored and presented to both the Sonrisas and PHCD boards. After deliberation, the boards determined that Sonrisas should recruit a new CEO and remain independent at this time, with continued financial support from the District.

3.2 Dental Health

Provide access to oral health care and education for PHCD residents.

From July through October, Sonrisas held several community outreach events for screenings and education. The outreach team served 505 children and 67 seniors in the Peninsula Health Care District.



July

- Self Help for the Elderly (Millbrae)
- Self Help for the Elderly (San Mateo)

September

- Sunnybrae Elementary and Preschool
- Palcare Child Care

October

- Lead Elementary Preschool

*Read Sonrisas FY 2025-26 Quarter 1, by clicking here.





4.1 Peninsula Wellness Community

Define the community hub's programs, services, and financial sustainability models.

In October 2024, the PHCD Board of Directors formally decided to conclude the Peninsula Wellness Community project.

4.2 Grants Program

Review and analyze the entire grants program and its alignment to our strategy, and provide a recommendation for the program's future.

For the 2025-2026 Fiscal Year, 46 Letters of Interest (LOI) were received, and notifications were sent to 40 organizations to proceed to the full application phase.

Based on the pre-screening process:

- **19 organizations would be considered for a two-year grant** (They were invited to submit a LOI for a two-year grant based on a strong track record of service and impact).
- **21 organizations would be able to apply for a one-year grant.** Of these 16 are returning grantees, and 6 organizations are new to the Community Grants Program.

LOIs not moving forward:

- Three of the LOIs did not meet the Community Grant Programs criteria – with proposals falling outside of the Community Grant Program's priorities or did not meet the mid-year report deadline.

- The LOIs from two organizations have potential alignment with PHCD's Targeted Prevention Program, and further conversations will be held to determine next steps:

Timeline for Community Grants Program
Full grant applications were due on Monday, October 27, 2025, at 11:59 p.m.

A total of **40 organizations successfully submitted full applications**, and these have been assigned to the Community Health Investment Committee (CHIC) for comprehensive review.

The committee's evaluation process will commence on Monday, November 17, 2025.

Along with the CGP recommendations, **proposals from organizations seeking three-year Impact Partner funding were reviewed**, including:

- Age Up, Inc. (formerly Ombudsman Services of San Mateo County)
- Mission Hospice & Home Care
- Samaritan House
- Stanford Teen Van

Recommendations for 1-year, 2-year and 3-year funding will be presented to the Board of Directors on Thursday, December 11, 2025, for final approval.

Community Sponsorships
Below are sponsorships from July through October that are aligned with District priorities in support of Preventive Health, Mental Health, and Healthy Aging.

- August 16 & August 17: Burlingame/SFO Chamber of Commerce, 30th Annual Burlingame on the Avenue
- September 10: Women's Health Luncheon & Lecture
- September 13: American Cancer Society, North Peninsula Relay for Life
- September 17: The Daily Journal, Senior Showcase – Burlingame
- September 27: Sonrisas Dental Health, 11th Annual Cooking for a Cause
- September 28: San Mateo Area Chamber of Commerce, September Arts & Culture Festival 2025
- October 4: NAMI San Mateo County, NAMIWalks
- October 5: Japanese Festival, 20th Annual Millbrae Japanese Culture Festival
- October 18: Life Steps Foundation 11th Annual Lobster Feed Fundraising
- October 19: Rotary of San Mateo, 2025 Fun Run
- October 23: 2025 Hep B Free Gala

4.3 The Trousdale Assisted Living

Serve as many residents as possible in need of assisted living care by maximizing occupancy.

From July 2025 to October 2025, The Trousdale conducted 175 tours and generated 13 new leads from our latest round of marketing ads. These efforts, combined with our monthly social and outreach events, helped increase our **occupancy rate to 96% —a record high for The Trousdale.**

A list of these events is provided below:

July 2025
- Open House
- Hot Dogs & Brew Prof Event
- Lunch & Learn
- Creating your Estate Plan
- 4th of July BBQ

August 2025
- Open House
- Lunch & Learn
- Country of the Month Entertainer

September 2025
- Open House
- Lunch & Learn
- Fraud Workshop
- SMDJ Senior Showcase

October 2025
- 10 Warning Signs of Alzheimers
- Open House
- Sweet Fall Meet & Greet
- Lunch & learn
- Medicare 101
- Meet & Greet with Trousdale Leadership

Read the Trousdale's FY2025-26 Quarter 1 report, by clicking here.

.

Events, Announcements & Recommended Reading

Events & Announcements

Everyday Tech Help
12/12 1:00pm-2:00pm, PHCD Health and Fitness Center

End of Year Celebration
12/18, 11:00am-2:00pm, PHCD Health and Fitness Center

Lunch & Learn Event
12/18, 12:00pm, The Trousdale

Finding Peace Through Forgiveness
12/15, 12:00pm-1:00pm, PHCD Health and Fitness Center

San Bruno Co-op Home Ribbon Cutting
1/12, 11:00am - 12:00pm, 380 Huntington Ave.

2026 Burlingame Chamber of Commerce Annual Meeting/Luncheon
1/15, 11:00 pm-1:30pm, SFO Marriott

allcove San Mateo's 2 Year Celebration
1/21, 4:00pm-7:00pm, allcove San Mateo





