

PUBLIC NOTICE

CITY OF ALAMEDA HEALTH CARE DISTRICT BOARD OF DIRECTORS

MEETING AGENDA

Monday, December 11, 2017

OPEN SESSION: 5:30 P.M.

Location:

Alameda Hospital (Dal Cielo Conference Room)
2070 Clinton Avenue, Alameda, CA 94501

Office of the Clerk: (510) 814-4001

Members of the public who wish to comment on agenda items will be given an opportunity before or during the consideration of each agenda item. Those wishing to comment must complete a speaker card indicating the agenda item that they wish to address and present to the District Clerk. This will ensure your opportunity to speak. Please make your comments clear and concise, limiting your remarks to no more than three (3) minutes.

I. Call to Order

Michael Williams

II. Roll Call

Kristen Thorson

III. General Public Comments

IV. Regular Agenda

A. Alameda Health System and Alameda Hospital Updates

1) FY 2017-2018 YTD AHS Financial Report

- Contracting Update

David Cox
Chief Financial Officer

2) Hospital / Quality / CAO Report

James E.T. Jackson, M.P.H.
Chief Administrative Officer

3) Alameda Hospital Medical Staff Report

Elpido Magalong, MD
President, Medical Staff

B. Community Health, Safety and Wellness Focus Presentation **INFORMATIONAL**

- Community Paramedicine Program | Alameda Fire Department

- Rick Zombeck, Deputy Chief

- ✓ 1) Adoption of Resolution 2017-3: Support for City of Alameda Community Paramedic Program **ACTION ITEM** **ENCLOSURE (PAGE 4)**

C. District & Operational Updates

1) District Liaison Reports

INFORMATIONAL

a. Alameda Health System Liaison Report **INFORMATIONAL**

Tracy Jensen

b. Community Liaison Report **INFORMATIONAL**

Dennis Popalardo

c. Alameda Hospital Liaison Report **INFORMATIONAL**

Robert Deutsch, MD

d. President's Report

Michael Williams

i. Executive Director Search / District Staffing

e. Other District Outreach Reports and Member Updates All

- ✓ 3) Bank of Marin Loan Update **ENCLOSURE (PAGES 5-6)**
- ✓ 4) Acceptance of September 2017 Financial Statements **ACTION ITEM ENCLOSURE (PAGES 7-13)**
- ✓ 5) Acceptance of October 9, 2017 Minutes **ACTION ITEM ENCLOSURE (PAGES 14-19)**
- ✓ 6) Recommendation on Distribution from the Jaber Fund to Alameda Health System for Purchase of Capital Equipment for period ending June 30, 2017
ACTION ITEM ENCLOSURE (PAGE 20-22)
- ✓ 7) Approval of FY 2016-2017 Parcel Tax True Up Transfer to Alameda Health System
ACTION ITEM ENCLOSURE (PAGES 23-24)

V. Adjournment of the City of Alameda Health Care District Board Meeting

VI. Call to Order of the City of Alameda Health Care Corporation Board of Trustees

- ✓ A. Authorization to Distribute of Funds from City of Alameda Health Care Corporation to Alameda Hospital Foundation for Support of Alameda Hospital
ACTION ITEM ENCLOSURE (PAGE 25)

VII. Adjournment of the City of Alameda Health Care Corporation Board of Trustees Meeting

VIII. Reconvene the City of Alameda Health Care District Board Meeting

Continuation of District Agenda.

C. February 12, 2018 Agenda Preview

Kristen Thorson

INFORMATIONAL - SUBJECT TO CHANGE

Action Items

- 1) Acceptance of December 11, 2017 Minutes
- 2) Acceptance of Financial Statements: October/November/December 2017
- 3) Approval of Parcel Tax Transfer to AHS (December Installment)
- 4) Approval to Bind General and Excess Property Insurance for Jaber Properties for renewal year 3/19/18 to 3/19/19

Informational Items

- 1) FY Q2 (Oct-Nov-Dec) or YTD AHS Reporting (CAO/Hospital, Quality, Financial, Medical Staff Reports)

IX. General Public Comments

X. Board Comment

XI. Adjournment

<p>Next Scheduled Meeting Dates (2nd Monday, every other month or as scheduled) February 12, 2018</p>	<p>Open Session 5:30 PM Dal Cielo Conference Room Alameda Hospital</p>
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CITY OF ALAMEDA HEALTH CARE DISTRICT

Resolution No. 2017 – 3

Support for City of Alameda Community Paramedic Program

BOARD OF DIRECTORS, CITY OF ALAMEDA HEALTH CARE DISTRICT

STATE OF CALIFORNIA

* * *

Whereas, part of the City of Alameda Health Care District’s mission is to be a leader in community health.

Whereas, the City of Alameda Health Care District has a Joint Powers Agreement with Alameda Health System and are a partner in the health of the community.

Whereas, Alameda Hospital and the City of Alameda have a long-standing partnership in providing emergency and non-emergency services to the citizens, businesses and visitors to the City of Alameda.

Whereas, the City of Alameda is in the third year of a State of California approved pilot program known as the “Community Paramedic Program”.

Whereas, the Community Paramedic Program has reduced the readmission rates to Alameda Hospital and emergency room through a community health model.

Whereas, the Community Paramedic Program has taken a proactive approach to community health and connecting patients with primary care physicians.

Whereas, the mission of the Community Paramedic program, is inline with the mission of Alameda Health System: “Caring, Healing, Teaching, Serving All” and the Mission of the City of Alameda Health Care District: “To be a leader for the health and well-being of the residents of and visitors to the District”.

NOW, THEREFORE, BE IT RESOLVED: That the City of Alameda Health Care District supports the efforts of the City of Alameda’s Community Paramedic Program and urges Alameda Health System to support the Community Paramedic Program and continue to foster the long-standing relationship between Alameda Hospital and the City of Alameda.

PASSED AND ADOPTED on December 11, 2017 by the following vote:

AYES: _____ NOES: _____ ABSTENTION: _____

ABSENT: _____

President

ATTEST: _____
Secretary

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: December 11, 2017

TO: City of Alameda Health Care District, Board of Directors

FROM: Kristen Thorson, District Clerk

SUBJECT: Bank of Marin Loan Update

In November the interest rate for the loan with the Bank of Marin adjusted as scheduled and anticipated. The rate increased from 4.75% to 5.51% which is based on an index value of 2.01% plus a margin of 3.5.

Loan Balance as of 11-30-17	\$987,183.02
Previous Loan Payment (Principal + Interest)	\$6,456.70
New Loan Payment as of 11-15-17 (Principal + Interest)	\$6,856.02
Difference / Month	\$392.32

There will be a variance to budget on interest expense and principal payment for the remaining 8 months of the fiscal year. While it was anticipated there would be an rate increase, at the time the budget was prepared there was no indication of what the interest rate could be in November. The interest rate and principal payment were kept the same as in the original amortization schedule.

The District is operating under budget on most expense categories which will offset the increase in interest expense and principal payment.

Below is background on the Loan as previously reported in February 2017:

In 2012, Management of the hospital worked with the Bank of Alameda (now known as Bank of Marin) to restructure a line of credit with a long term loan using the two parcels of real property gifted to the Hospital and later transferred in title to the District, by the Jaber Trust. This allowed the hospital to convert a current liability into a long term liability, thereby improving the current ratios and increasing the funds available to the Hospital in a financially challenging period prior to cash flow being generated by new program development at the time. The two properties were appraised in 2012 at a total of \$1.825 M.

Loan Overview:

Loan Date:	08-17-2012
Maturity:	10-15-2022
Loan Amount:	\$1,125,000.00
Current Interest Rate:	4.75%
Disbursement Date	10-15-2012

- A 10 year loan term
- Balloon payment of approximately \$857,479.35 or refinance at the end of 10 year term.
 - Refinance takes approximately 6 months

CITY OF ALAMEDA HEALTH CARE DISTRICT

- Loan Covenants
 - The District has remained compliant with all loan covenants listed below.

AFFIRMATIVE COVENANTS. Borrower covenants and agrees with Lender that, so long as this Agreement remains in effect, Borrower will: Notices of Claims and Litigation. Promptly inform Lender in writing of (1) all material adverse changes in Borrower's financial condition, and (2) all existing and all threatened litigation, claims, investigations, administrative proceedings or similar actions affecting Borrower or any Guarantor which could materially affect the financial condition of Borrower or the financial condition of any Guarantor.

Financial Records. Maintain its books and records in accordance with GAAP, applied on a consistent basis, and permit Lender to examine *and* audit Borrower's books and records at all reasonable times.

Financial Statements. Furnish Lender with the following:

Additional Requirements.

1. Interim Statements. As soon as available, but in no event later than sixty (60) days after the fiscal quarter, Borrower's balance sheet and Income statement for the year ended, prepared by Borrower.
2. Annual Statements. As soon as available, but in no event later than one-hundred-twenty (120) days after the end of each fiscal year, Borrower's balance sheet and Income statement for the year ended, prepared by a certified public accountant satisfactory to Lender, on an audited basis.
3. Reporting Requirements for pledged collateral only:
 - a. Annual Statements. As soon as available, but in no event later than one-hundred-twenty (120) days after the end of each fiscal year, balance sheet and income statement for pledged collateral, prepared by the property management company.

As soon as available, but in no event later than one-hundred-twenty (120) days after the end of each fiscal year, Rent Roll for the pledged collateral prepared by the property management company.

All financial reports required to be provided under this Agreement shall be prepared in accordance with GAAP, applied on a consistent basis, and certified by Borrower as being true and correct.

Additional Information. Furnish such additional information and statements, as Lender may request from time to time.

Additional Requirements.

1. Depository Accounts. Borrower agrees to maintain their primary operating accounts including but not limited to, accounts related to the collateral with Lender.

Financial Covenants and Ratios - For pledged collateral on a collective basis for the pledged properties. Comply with the following covenants and ratios:

1. Debt Service. Maintain a ratio of Cash Flow/Current Maturity (LTD) in excess of 1.25 to 1:00. The ratio of "Cash Flow/Current Maturity (LTD)" means the collaterals' (on a combined basis) net operating income divided by the collaterals' (on a combined basis) Current Portion of Long Term Indebtedness. This coverage ratio will be evaluated as of year-end
2. Maintain a combined loan to value equal to or less than 70% of the collateral value for the pledged collateral. This ratio will be evaluated as of year-end.

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: December 11, 2017
TO: City of Alameda Health Care District, Board of Directors
FROM: Kristen Thorson, District Clerk
SUBJECT: Acceptance of September, 2017 Financial Statements

Action

Acceptance of September 2017 Financial Statements

Discussion Highlights

Pages 1-2 represent the consolidated financial performance (Balance Sheet, Statements of Revenues, Expenses and Changes in Net Position and Statements of Cash Flows). Pages 3–5 represent the split between District, Jaber and consolidated (“as of” or shaded column) financial performance. This new format will allow the Board to better understand the financial performance of both the District’s financials and the Jaber financials.

The consolidated financials on pages 1-3 show a comparison of Actual (prior fiscal year and YTD) to YTD Budget for the Statements of Revenues, Expenses and Changes in Net Position and Statement of Cash Flows. A variance percentage is shown from actual compared to budget. Some expense categories will show greater variances (positive and negative) on a month to month basis because the budget is spread evenly over the fiscal year.

From a consolidated expense standpoint (District and Jaber Properties), the District is operating under budget on most categories with the exception of the following:

1. Repairs and Maintenance are over budget primarily due to the ongoing work at the Jaber properties.
2. Year to date, utilities are over budget due to the fluctuations in billing cycles for utilities at the Jaber properties. Utilities paid by the District include, water, gas, electricity and garbage/recycling.
3. Insurance is showing as being over budget for the period, however, since the budget is spread evenly over 12 months and insurance premiums are paid at the beginning of the fiscal year, by the end of the fiscal year, insurance should be under budget as premiums have all come in at budget or below.

Requests for additional information or clarification on the Financial Statements can be brought to the District Clerk and a response will be coordinated through the District’s financial consultant.

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of <u>6/30/2017</u>	As of <u>9/30/2017</u>
Assets		
<u>Current assets:</u>		
Cash and cash equivalents	\$ 481,704	\$ 760,296
Grant and other receivables	295,780	1,431,777
Prepaid expenses and deposits	34,697	33,986
Total current assets	<u>812,181</u>	<u>2,226,058</u>
Assets limited as to use	754,413	787,026
Capital Assets, net of accumulated depreciation	<u>3,277,695</u>	<u>3,222,196</u>
	4,844,289	6,235,280
Other Assets	<u>11,952</u>	<u>11,391</u>
Total assets	<u>\$ 4,856,240</u>	<u>\$ 6,246,671</u>

Liabilities and Net Position

Current liabilities:

Current maturities of debt borrowings	\$ 29,804	\$ 29,804
Accounts payable and accrued expenses	1,964	4,964
Total current liabilities	<u>31,768</u>	<u>34,768</u>
Debt borrowings net of current maturities	<u>973,525</u>	<u>966,305</u>
Total liabilities	<u>1,005,292</u>	<u>1,001,073</u>

Net position:

Invested in capital assets, net of related debt	729,366	644,830
Restricted, by contributors	2,298,196	2,326,632
Unrestricted (deficit)	823,386	2,274,137
Total net position (deficit)	<u>3,850,948</u>	<u>5,245,598</u>

Total liabilities and net position

	<u>\$ 4,856,240</u>	<u>\$ 6,246,671</u>
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Statements of Revenues, Expenses and Changes in Net Position

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2017	Actual YTD 9/30/2017	Budget YTD 9/30/2017	Variance	
Revenues and other support					
District Tax Revenues	\$ 5,844,087	\$ 1,476,417	\$ 1,463,938	(12,479)	-1%
Rents	183,188	55,605	48,821	(6,784)	-14%
Other revenues	14	3	443	440	
Total revenues	6,027,289	1,532,026	1,513,202	(18,824)	
Expenses					
Salaries, wage and benefits	-	-	42,500	42,500	100%
Professional fees	98,692	23,962	25,125	1,163	5%
Supplies	3,380	355	1,750	1,395	80%
Purchased services	5,600	721	1,125	404	36%
Repairs and maintenance	22,247	7,735	4,250	(3,485)	-82%
Rents	25,634	6,556	6,625	69	1%
Utilities	10,038	3,036	2,660	(376)	-14%
Insurance	57,699	15,430	11,694	(3,737)	-32%
Depreciation and amortization	260,269	62,454	101,106	38,652	
Interest	48,954	12,151	11,919	(232)	-2%
Travel, meeting and conferences	260	-	2,750	2,750	100%
Other expenses	8,097	4,974	8,905	3,931	44%
Total expenses	540,868	137,375	220,409	83,033	
Operating gains	5,486,421	1,394,650	1,292,793	(101,857)	-8%
Transfers	(5,258,297)	-	(1,244,522)		
Increase in net position	228,124	1,394,650	48,271		
Net position at <i>beginning of the year</i>	3,622,825	3,850,948	3,850,948		
Net position at the <i>end of the period</i>	\$ 3,850,948	\$ 5,245,599	\$ 3,899,219		

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2017	Actual YTD 9/30/2017	Budget YTD 9/30/2017
Increase in net position	\$ 228,124	\$ 1,394,650	\$ 48,270
Add Non Cash items			
Depreciation	260,269	62,454	101,106
Changes in operating assets and liabilities			
Grant and other receivables	(1,858)	(1,135,997)	-
Prepaid expenses and deposits	(14,987)	711	-
Accounts payable and accrued expenses	(6,736)	3,000	-
Net Cash provided(used) by operating activities	464,811	324,819	149,376
Cash flows from investing activities			
Acquisition of Property Plant and Equipment	(0)	(6,395)	-
Changes in assets limited to use	(426,172)	(32,613)	-
Net Cash used in investing activities	(426,172)	(39,009)	-
Cash flows from financing activities			
Principal payments on debt borrowings	(28,527)	(7,219)	(7,451)
Net cash used by financing activities	(28,527)	(7,219)	(7,451)
Net change in cash and cash equivalents	10,113	278,591	141,925
Cash at the beginning of the year	471,592	481,704	292,794
Cash at the end of the period	<u>\$ 481,704</u>	<u>\$ 760,296</u>	<u>\$ 434,720</u>

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District 6/30/2016	Jaber 6/30/2016	As of 6/30/2016	District 6/30/2017	Jaber 6/30/2017	As of 6/30/2017	District 9/30/2017	Jaber 9/30/2017	As of 9/30/2017
Assets									
<u>Current assets:</u>									
Cash and cash equivalents	\$471,592	\$0	\$ 471,592	\$ 481,704	\$ -	\$ 481,704	\$ 760,296	\$ -	\$ 760,296
Grant and other receivables	293,921	0	293,921	295,780	0	295,780	1,431,777	0	1,431,777
Prepaid expenses and deposits	19,710	0	19,710	31,434	3,263	34,697	31,946	2,039	33,986
Total current assets	785,223	0	785,223	808,918	3,263	812,181	2,224,019	2,039	2,226,058
Due To Due From	-287,050	287,050	0	4,480	(4,480)	0	4,479	(4,479)	0
Assets limited as to use	0	328,241	328,241	0	754,413	754,413	0	787,026	787,026
Capital Assets, net of accumulated depreciation	2,458,223	1,077,500	3,535,723	1,732,695	1,545,000	3,277,695	1,680,151	1,542,045	3,222,196
	2,956,396	1,692,791	4,649,187	2,546,093	2,298,196	4,844,289	3,908,648	2,326,631	6,235,280
Other Assets	14,192	0	14,192	11,952	0	11,952	11,391	0	11,391
Total assets	\$2,970,589	\$1,692,791	4,663,380	2,558,045	2,298,196	4,856,240	3,920,040	2,326,631	6,246,671
Liabilities and Net Position									
<u>Current liabilities:</u>									
Current maturities of debt borrowings	\$28,405	\$0	28,405	29,804	0	29,804	29,804	0	29,804
Accounts payable and accrued expenses	8,700	0	8,700	1,964	0	1,964	4,964	0	4,964
Total current liabilities	37,105	0	37,105	31,768	0	31,768	34,768	0	34,768
Debt borrowings net of current maturities	1,003,450	0	1,003,450	973,525	0	973,525	966,305	0	966,305
Total liabilities	1,040,555	0	1,040,555	1,005,292	0	1,005,292	1,001,073	0	1,001,073
Net position:									
Invested in capital assets, net of related debt	1,426,368	0	1,426,368	729,366	0	729,366	644,830	0	644,830
Restricted, by contributors	0	1,692,791	1,692,791	0	2,298,196	2,298,196	0	2,326,631	2,326,632
Unrestricted (deficit)	503,666	0	503,666	823,386	0	823,386	2,274,137	0	2,274,137
Total net position (deficit)	1,930,034	1,692,791	3,622,825	1,552,752	2,298,196	3,850,948	2,918,967	2,326,631	5,245,598
Total liabilities and net position	\$2,970,589	\$1,692,791	\$4,663,380	\$2,558,045	\$2,298,196	\$4,856,240	\$3,920,040	\$2,326,631	\$6,246,671

Statements of Revenues, Expenses and Changes in Net Position

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District	Jaber	Actual YTD	District	Jaber	Actual YTD	District	Jaber	Actual YTD
	06/30/16	06/30/16	6/30/2016	6/30/2017	6/30/2017	6/30/2017	9/30/2017	9/30/2017	9/30/2017
Revenues and other support									
District Tax Revenues	5,778,442	0	5,778,442	5,844,087	0	5,844,087	1,476,417	0	1,476,417
Rents	0	181,283	181,283	380	182,808	183,188	0	55,605	55,605
Other revenues	289,969	0	289,969	14	0	14	3	0	3
Total revenues	6,068,411	181,283	6,249,693	5,844,481	182,808	6,027,289	1,476,421	55,605	1,532,026
Expenses									
Salaries, wage and benefits	0	0	0	0	0	0	0	0	0
Professional fees	73,220	9,016	82,236	88,976	9,716	98,692	21,611	2,351	23,962
Supplies	3,960	0	3,960	3,380	0	3,380	355	0	355
Purchased services	0	0	0	5,600	0	5,600	721	0	721
Repairs and maintenance	0	12,972	12,972	0	22,247	22,247	0	7,735	7,735
Rents	24,835	0	24,835	25,634	0	25,634	6,556	0	6,556
Utilities	0	7,914	7,914	1,144	8,893	10,038	0	3,036	3,036
Insurance	70,476	4,997	75,474	56,068	1,631	57,699	14,207	1,224	15,430
Depreciation and amortization	369,265	37,400	406,665	222,869	37,400	260,269	53,104	9,350	62,454
Interest	50,541	0	50,541	48,954	0	48,954	12,151	0	12,151
Travel, meeting and conferences	1,527	0	1,527	260	0	260	0	0	0
Other expenses	5,751	966	6,716	5,682	2,415	8,097	1,500	3,474	4,974
Total expenses	599,575	73,265	672,839	458,565	82,302	540,868	110,205	27,170	137,375
Operating gains	5,468,836	108,017	5,576,854	5,385,916	100,505	5,486,421	1,366,215	28,435	1,394,650
Transfers	-5,484,222	0	(5,484,222)	(5,258,297)	0	(5,258,297)	0	0	0
Increase in net position	-15,387	108,017	92,632	127,619	100,505	228,124	1,366,215	28,435	1,394,650
Net position at <i>beginning of the year</i>	2,210,495	1,319,699	3,530,194	1,425,134	2,197,690	3,622,825	1,552,752	2,298,196	3,850,948
Net position at the <i>end of the period</i>	2,195,108	1,427,716	3,622,825	1,552,752	2,298,196	3,850,948	2,918,967	2,326,631	5,245,599

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District	Jaber	Actual	District	Jaber	Actual	District	Jaber	Actual
	01/00/00	01/00/00	YTD	6/30/2017	6/30/2017	YTD	9/30/2017	9/30/2017	YTD
			6/30/2016	6/30/2017	6/30/2017	6/30/2017	9/30/2017	9/30/2017	9/30/2017
Increase in net position	(15,387)	108,017	92,632	127,619	100,505	228,124	1,366,215	28,435	1,394,650
Add Non Cash items									
Depreciation	369,265	37,400	406,665	222,869	37,400	260,269	53,104	9,350	62,454
Changes in operating assets and liabilities									
Grant and other receivables	(2,067)	0	(2,067)	(1,858)	0	(1,858)	(1,135,997)	0	(1,135,997)
Prepaid expenses and deposits	68,365	0	68,365	(11,724)	(3,263)	(14,987)	(512)	1,224	711
Due To Due From	72,483	(72,483)	0	(291,530)	291,530	0	(0)	0	0
Accounts payable and accrued expenses	3,046	0	3,047	(6,736)	0	(6,736)	3,000	0	3,000
Net Cash provided(used) by operating activities	495,704	72,934	568,641	38,639	426,172	464,811	285,810	39,009	324,819
Cash flows from investing activities									
Acquisition of Property Plant and Equipment	(24,894)	(265,072)	(289,966)	0	0	(0)	0	(6,395)	(6,395)
Changes in assets limited to use	0	(72,935)	(72,937)	0	(426,172)	(426,172)	0	(32,613)	(32,613)
Net Cash used in investing activities	(24,894)	(338,007)	(362,903)	0	(426,172)	(426,172)	0	(39,009)	(39,009)
Cash flows from financing activities									
Principal payments on debt borrowings	(26,940)	0	(26,940)	(28,527)	(0)	(28,527)	(7,219)	0	(7,219)
Net cash used by financing activities	(26,940)	0	(26,940)	(28,527)	(0)	(28,527)	(7,219)	0	(7,219)
Net change in cash and cash equivalents	443,871	(265,073)	178,798	10,112	0	10,112	278,591	0	278,591
Cash at the beginning of the year	292,794	0	292,794	471,592	(0)	471,592	481,704	(0)	481,704
Cash at the end of the period	471,592	(0)	471,592	481,704	(0)	481,704	760,296	0	760,296

Board Members Present		Legal Counsel Present	Excused / Absent
Robert Deutsch, MD Gayle Godfrey Codiga Tracy Jensen	Dennis Popalardo Michael Williams	Thomas Driscoll, Esq.	
Submitted by: Kristen Thorson, District Clerk			
Topic	Discussion	Action / Follow-Up	
I. Call to Order	The meeting was called to order at 5:37 p.m.		
II. Roll Call	Kristen Thorson called roll, noting a quorum of Directors was present.		
III. General Public Comments	None		
IV. Regular Agenda			
A. Alameda Health System and Alameda Hospital Updates			
1)	<p>FY 2016-2017 Q4 / YTD AHS Financial Reporting</p> <p>Mr. Cox, CFO for Alameda Health System reported on key metrics for the System and for Alameda Hospital. He also provided an update on the Line of Credit with Alameda County. (Copies of the presentation will be posted to the website and included in the video).</p> <p>Mr. Cox also provided a overview of billing process for Alameda Health System at the request of the Board of Directors. There was discussion regarding the process and questions relating to the statement of accounts and lack of information on the statements to assist the patient in determining what they owe money for.</p> <p>Mr. Cox also provided an update on contracting noting the remaining Contract in process</p> <ul style="list-style-type: none"> • Anthem Commercial – we are now trading pricing models. • Anthem Medical – have proposed new rates. • Alameda Alliance MediCal – proposal just developed, will be submitted shortly and discussions under way regarding limited capitation within the next year. 	No action taken.	

2)	<p>Hospital CAO Report</p> <p>James Jackson, CAO of Alameda and San Leandro Hospitals presented the following topics. (Copies of the presentation will be posted to the website and included in the video).</p> <ul style="list-style-type: none"> • Patient experience/HCAHPS <p>Alameda Hospital exceed FY goal for patient satisfaction score of “Rate Hospital 9 or 10”</p> <ul style="list-style-type: none"> • Hospital Compare – CMS Star Ratings <p>Alameda Hospital has moved from a 2 Star Rating to a 3 Star Rating in the most recent reporting cycle with CMS. There was discussion about how the hospital compares to other bay area hospital and the number of 4 and 5 star hospitals in the area.</p> <ul style="list-style-type: none"> • Ambulance Data / EMS monthly Reports for Alameda Hospital and surrounding hospitals <p>As follow-up to a request from Director Jensen, Mr. Jackson presented data on Ambulance and patient transfer to the hospital noting that Alameda Hospital is efficient in getting the patient from the time they arrive in the ambulance to the time they hand-off to the nurse.</p> <ul style="list-style-type: none"> • CT Update <p>A new CT Scanner at Alameda Hospital is planned to be installed on for 2018.</p> <ul style="list-style-type: none"> • Prepare Our Island <p>Mr. Jackson reported that he participated in the City of Alameda Prepare our Island campaign bring attention and education on emergency preparedness.</p>	No action taken.
3)	<p>Alameda Hospital Medical Staff Report</p> <p>Dr. Magalong reported that the Medical Staff continues to work with the system on securing specialty coverage for urology and podiatry. He reported the physicians are actively participating in the Clinical Standardization for Excellence and EHR implementation. The annual meeting of the medical staff is scheduled for November 9, 2017.</p>	No action taken.
B.	District & Operational Updates	No action taken.
1)	<p>District Liaison Reports</p> <p>a. Alameda Health System Liaison Report</p> <p>Director Jensen reviewed her written report highlighting updates from the Alameda Health System Board of Trustees and the system noting work being done at Alameda Hospital in identifying urologists to help meet an unmet need for urology coverage. The Primary Care Clinic will be located in the Marina Village are in Alameda and 2 full time physicians have been budgeted for to</p>	

	<p>staff the clinic along with other support staff. She also noted that there remains a vacancy on the Board of Trustees. She also reported that she attended the Association of California Health Care Districts annual meeting and conference in San Diego. She looks forward to sharing additional information with the Board.</p> <p>b. Community Liaison Report Director Popalardo had nothing to report at this time.</p> <p>c. Alameda Hospital Liaison the on Report Director Deutsch reported that the primary care clinic planning is underway with progress being made. He also noted that there is work being done on te proformas relating to the infusion center. He was pleased there was progress being made.</p> <ul style="list-style-type: none"> • Report on Ad Hoc Hospital Facilities and Seismic Planning Committee Director Deutsch and Director Gofrey Codiga reported that they are waiting on the seismic evaluation study from AHS, including the status of Alameda Hospital and 2030 seismic standards. As reported, the report is due at the end of the month. Once report has been issued, a meeting will be requested with AHS leadership to review with the ad hoc committee members of Director Godfrey Codiga and Driector Deutsch. <p>d. President's Report President Williams reported that the Ad Hoc Community Advisory Committee met. The Committee of community leaders, President Williams and Director Popalardo discussed district staffing support and agreed there was a need for an executive director for the District. There was great input and he and Director Popalardo will be working more on next steps in the coming months to determine how to proceed. He reported that the City / district Liaison Committee will also be meeting on October 30, 2017. President Williams commented on the Alameda Hospital Foundation Gala and that it was a great and successful event.</p> <p>e. Other District Outreach Reports and Member Update</p>	
2)	<p>2017-2018 Special Liability Insurance Policy (SLIP) Renewal Update Ms. Thorson noted that the Special Liability Insurance Policy (SLIP)on 9/29/17 at a cost of \$14,719.04 which was under the budgeted amount of \$15,500. She also noted that the policy covered the City of Alameda Health Care Corporation.</p>	No action taken.
3)	<p>Special District Website Requirements and AB1728 Ms. Thorson reviewed the memo regarding website requirements for Special</p>	No action taken.

	Districts as it related to AB1728, which has passed as law. The District currently meets requirements of AB1728 and will be working on posting recommended items, such as a link to LAFCo website for current municipal Service review, link to Annual Financial transactions report and the adopted budget.	
4)	Review and Adoption of 2018 District Board Calendar Director Popalardo noted that he would not be available for the August 2018 meeting. Board agreed to look at rescheduling in May or June 2018.	Director Godfrey Codiga made a motion to adopt the 2018 District Board calendar and Director Jensen seconded the motion. Motion carried 5-0.
5)	Review and Acceptance FYE June 30, 2017 Annual Audit	Director Jensen made a motion to accept the Annual Audited financial statements for FYE June 30, 2017 and Director Popalardo seconded the motion. Motion carried 5-0 (Godfrey Codiga).
6)	Acceptance of Financial Statements <ul style="list-style-type: none"> July 2017 August 2017 	Director Godfrey Codiga made a motion to accept the July and August 2017 Financial statements and Director Jensen seconded the motion. Motion carried 5-0.
7)	Acceptance of Minutes – August 21, 2017 Amendments in red. Page 2 of 7 (pg 75 of packet), Section A., 2), a. - Review and Approval of 2017-2018 Parcel Tax Budget from Alameda Health System. Third line from top of page amended: <ul style="list-style-type: none"> Delete: Director Popalardo agreed with Director Deutsch that there would never be a long term capital reserve fund. Replace: With their understanding of the Hospital Financial Requirements in the JPA, Both Director Popalardo and Director Deutsch were skeptical that any money would be put toward a capital reserve fund. Page 6 of 7 (pg 79 of packet), Item 7), Acceptance of Financial Statements, April 2017 <ul style="list-style-type: none"> Add under Action Taken: Motion Carried 4-1 (Godfrey Codiga, Abstention) Clarifying that Director Godfrey Codiga abstained from the vote.	Director Popalardo made a motion to accept the August 21, 2017 minutes as amended and Director Jensen seconded the motion. Motion carried 5-0.
8)	Adoption of Resolution 2017-2: Authorization for Communications with Bank of Marin Relating to Loan Ms. Thorson reviewed the background on the Resolution as presented. The resolution changes the contact information currently with the Bank of Marin to the current Board of Directors of the District which will allow - Marin.	Director Jensen made a motion to adopt Resolution 2017-2 – Authorization for Communications with Bank of Marin and Director Godfrey Codiga seconded the motion. Motion carried 5-0.

	<p>Previous leadership of the hospital (pre-affiliation) were still listed on the Loan as the primary contacts.</p>	
<p>V.</p>	<p>At 6:54 pm the City of Alameda Health Care District Board Meeting adjourned briefly to convene a City of Alameda Health Care Coproration Meeting.</p>	
<p>VI.</p>	<p>At 6:55 pm the City of Alameda Health Care Corporation Board of Trustees was called to order Ms. Thorson called roll, noting all trustees were present.</p>	
<p>A.</p>	<p>Distribution of Funds from City of Alameda Health Care Corporation The Board of trustees reviewed the memo included in the packet and discussed options for use and/or distribution of the funds. The Board discussed the option of distributing the funds to the Alameda Hospital Foundation for support of Alameda Hospital. Specifics on support of programs or capital would be determined at a later date in coordination with the Board of Trustees of the Health Care Corporation and the Foundation Board of Directors.</p>	<p>No action taken.</p>
<p>VII.</p>	<p>At 7:22 pm the City of Alameda Health Care Corporation Board of Trustees Meeting adjourned.</p>	
<p>VIII.</p>	<p>At 7:23 pm the City of Alameda Health Care District Board Meeting was reconvened.</p>	
<p>C.</p>	<p>December 11, 2017 Agenda Preview The Board reviewed the scheduled items below and the Board requested a contracting update at the December meeting. They also were looking forward to the Degenkolb report summarizing seismic status of all buildings within Alameda Health System. <u>Action Items</u></p> <ul style="list-style-type: none"> • Recommendation on Distribution from the Fund to Alameda Health System for Purchase of Capital Equipment for period ending June 30, 2017 • Approval of FY 2016-2017 Parcel Tax True Up Transfer to Alameda Health System • Approval of FY 2016-2017 Parcel Tax True Up Transfer to Alameda Health System • Acceptance of October 9, 2017 Minutes • Acceptance of Financial Statements: September/October 2017 <p><u>Informational Items</u></p> <ul style="list-style-type: none"> • Q2 or YTD Alameda Health System Reporting (CAO/Hospital, Quality, Financial, Medical Staff Reports) 	
<p>IX.</p>	<p>General Public Comments Adrian Smith, Interim VP Quality, Accreditation, Risk and Patient Safety was introduced to the Board of Directors. Mr. Smith announced that there would be a new VP of Quality beginning in December.</p>	
<p>X.</p>	<p>Board Comments</p>	

None.

XI. Adjournment

Being no further business the meeting was adjourned at 7:26 p.m.

Approved: _____

DRAFT

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: August 21, 2017

TO: City of Alameda Health Care District, Board of Directors

FROM: Kristen Thorson, District Clerk

SUBJECT: Recommendation on Distribution from the Jaber Fund to Alameda Health System for Purchase of Capital Equipment for period ending June 30, 2017

Action

Approval of a distribution from the Jaber Fund to Alameda Health System for purchase of capital equipment for Alameda Hospital for the period ending June 30, 2017. Amount to be determined by the Board of Directors based on Information provided in this memorandum.

Background and Discussion

Ms. Alice Jaber established her Trust in 1992, naming Alameda Hospital as a major beneficiary. Upon her death, and pursuant to the terms of the Trust, certain Trust assets were distributed to the City of Alameda Health Care District, as the successor-in-interest to Alameda Hospital (the nonprofit corporation) in appreciation of the care given by Alameda Hospital. Among the assets are two parcels of real property located in the City of Alameda.

- 1359 Pearl Street, an apartment complex with seven 2-bedroom units and one 3-bedroom unit
- 2711 Encinal Street, a retail storefront

There are two governing documents that provide restrictions on how the funds can be distributed and for what purpose - the Jaber Will and the JPA Side Letter agreement with Alameda Health System (AHS).

1. The Jaber Estate bequest provides that: "The Fund shall be used for the purchase of capital equipment directly related to the diagnosis and treatment of patients at Alameda Hospital. Such equipment includes, but is not limited to, machinery and equipment listed below and similar machinery and equipment. This list is given not to limit the types of equipment that I would hope to make available to patients at Alameda Hospital: Diagnostic imaging machinery; surgical equipment, including equipment for the treatment of eye disease; patient monitoring equipment for critical care."

CITY OF ALAMEDA HEALTH CARE DISTRICT

2. The JPA Side Letter agreement with Alameda Health System states: “Jaber Properties. District owns two parcels of real property, located at 2711 Encinal Avenue and 1359 Pearl Street (the “Jaber Properties”), that are unrelated to the day-to-day operation of Alameda Hospital. For the avoidance of doubt, the Parties agree that the Jaber Properties shall not be included on Schedule 2.2 to the Agreement, and, therefore, pursuant to Section 2.2 of the Agreement, District shall promptly pay all tenant rents, proceeds, awards, revenues, and other consideration of whatever form or nature from any and all sources received by District from or attributable to the Jaber Properties (the “Jaber Revenues”) to AHS and such Jaber Revenues shall be included in the definition of “Parcel Tax Revenue” (in addition to all other revenues not set forth on Schedule 2.2 to the Agreement) for the purposes of Section 2.2 of the Agreement. .”

The Jaber Will stipulates that the maximum that may be withdrawn from the Jaber Fund on an annual basis is twenty percent (20%) of the sum of the net income earned during the prior fiscal year plus the value of the principal of the Fund valued as of the last day of the prior fiscal year. The District has authorized the following distributions to Alameda Health System. These distributions were made in the current fiscal year on October 9, 2017. Due to a clerical error, an additional \$50,000 was transferred to Alameda Health System on October 9, 2017. This overfunding has been deducted from the FY2016-2017 distribution analysis for FY 2016-2017.

FY 2014-2015	\$111,191
FY 2015-2016	\$144,662
Total	\$233,615

I have provided a range of potential distributions including the maximum of 20% of the fund. The table below also lists the matching cash balance in the Jaber bank account for each potential distribution. This is important to note as it will be important in the upcoming capital improvement plans for the properties as a result of inspections in 2017.

As a reminder, review of the annual distribution from the fund will occur after the end of the fiscal year and upon completion of the annual audit.

CITY OF ALAMEDA HEALTH CARE DISTRICT

Potential Distribution Plan

City of Alameda Healthcare District
 Analysis of Jaber Property
 FYE 6/30/17

	6/30/2015	6/30/2016	6/30/2017
Rents	172,112	181,283	182,808
Expenses	(86,026)	(73,265)	(82,302)
Gains/(Losses)	86,086	108,017	100,505
Cash Assets	\$ 255,304	\$ 328,241	754,413
Due From District	214,567	287,050	(4,480)
Prepaid	-	-	3,263
Liabilities	-	-	-
Balance of the Cash Fund	\$ 469,871	\$ 615,291	\$ 753,196
Adjustments(retro application of funding)		\$ (111,191)	(233,614)
	\$ 469,871	\$ 504,100	\$ 519,582
20% of Net Rental Income	\$ 17,217	\$ 21,603	\$ 20,101
20% of the cash fund	93,974	100,820	103,916
Limit of Contribution	111,191	122,423	124,017
Contribution for 2015 & 2016	Made on 10/9/17	(111,191)	(122,423)
Contribution for 2017	Not made		(50,000)
			(74,017)

Percentage	Amount of Distribution	Overfunding (10-9-17)	Total to Transfer	Available Funds in Bank after Distribution
20% (Max)	\$ 124,017	\$ (50,000)	\$ 74,017	\$ 463,679
15%	105,414	(50,000)	55,414	482,281
10%	89,602	(50,000)	39,602	498,094
5%	76,162	(50,000)	26,162	511,534

Bank Cash Balance as on 11/30/17 is \$537,695.83

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: December 11, 2017

TO: City of Alameda Health Care District, Board of Directors

FROM: Kristen Thorson, District Clerk

SUBJECT: Approval of FY 2016-2017 Parcel Tax True-Up Transfer to Alameda Health System

Action

Recommendation to transfer the \$509,898 for Fiscal Year 2016-2017 as the parcel tax true-up transfer to Alameda Health System.

Background

The attached document outlines an analysis of fiscal period July 1, 2016 to June 30, 2017 as well as the prior two fiscal years and identifies the parcel tax true-up amount available for transfer to Alameda Health System (AHS).

It is noted that the amount is significantly more than the FY2015-2016 true-up transfer of \$36,973. The increase is due to several factors. Parcel tax revenues have remained relatively flat at an approximate 1% increase year over year. The annual District operating expenses have dropped 35% since FY 2014-2015. In addition, the District transferred 100% of both the December and April installments to Alameda Health System in previous years. Since no funds were held back by the District, there was less to true-up after the end of the fiscal year and to transfer to Alameda Health System. In FY 2016-2017 the District held back about 15% of the April installment in order to fund the FY 2017-2018 operating budget.

As a reminder, the true-up transfer will be recommended after the end of the fiscal year and after the annual audit is complete.

City of Alameda Health Care District
 Analysis of Asset Transfer
 For the period July 1, 2014 through June 30, 2017

Purpose: To evaluate the past fiscal period July to June and true up the amounts transferred to the Alameda Hospital System based on terms of the agreements.

			6/30/2017	6/30/2016	6/30/2015
Actual Property Taxes Received for the period 7/1 to 6/30:					
	12/14/2016	2,960,400.30	(49,113.30)	2,911,287.00	
	11/15/2016			894.00	
	4/6/2017	2,664,322.30	(49,113.30)	2,615,209.00	
	5/15/2017			20,917.12	
	8/24/2017	295,779.90		295,779.90	
			5,844,087	5,778,442	5,737,101
Interest income			14	3	1,990
Non-Cash Equity adjustments related to capital assets			-	289,966	-
Total District Revenue			5,844,101	6,068,411	5,739,091
Less Non Cash Items			-	(289,966)	-
Adjusted Revenue			5,844,101	5,778,445	5,739,091
Non-labor cash expenses of the district			458,565	599,575	758,993
Less depreciation and amortization			(222,869)	(369,265)	(395,577)
Adjusted Expenses			235,696	230,310	363,416
Capital Outlays of the District			-	-	14,481
Principal Payment on Mortgage			28,405	26,940	25,808
Subtotal Adjusted Outlays			264,102	257,250	403,705
Sub total Funds Available to Transfer (Revenues less Expenses)			5,579,999	5,521,195	5,335,387
Debt payment			-	-	(1,598,438)
Actual Transfers for the period					
	1/15/2015				(1,268,164)
	4/15/2015				(2,317,562)
Actual Transfers for the period					
	1/25/2016			(2,889,018)	
	6/9/2016			(2,595,205)	
Actual Transfers for the period					
	2/25/2017		(2,911,287)		
	5/15/2017		(151,223)		(151,223)
	6/9/2017			(36,973)	
	6/9/2017		(2,158,814)		
			(5,070,101)	(5,521,195)	(3,736,948)
Sub total outlays and transfers			(5,070,101)	(5,521,195)	(5,335,386)
Residual balance due to JPA (from JPA)			509,898	(1)	0

CITY OF ALAMEDA HEALTH CARE CORPORATION

MEETING DATE: December 11, 2017

TO: City of Alameda Health Care Corporation Board of Directors

FROM: Michael Williams, President
Kristen Thorson, Clerk

SUBJECT: Authorization to Distribute of Funds from City of Alameda Health Care Corporation to Alameda Hospital Foundation for Support of Alameda Hospital

Recommendation:

Recommend liquidating the assets of the City of Alameda Health Care Corporation (the "Corporation") in the amount of \$30,176.94 and donating funds to the Alameda Hospital Foundation for the support of Alameda Hospital, with the specific funding parameters to be determined at a future date by the Corporation's Board of Trustees in coordination with the Alameda Hospital Foundation Board of Directors.

Background/Discussion:

As a result of discussion at the August 21, 2017 and October 9, 2017 Health Care Corporation Meeting (held at the same time as the District Board meeting) the Board discussed options for distribution of the assets of the Corporation. As a result of those discussions, the above recommendation is presented for approval. The Corporation would remain active but with zero assets.

Per the bylaws, the Corporation was formed exclusively for charitable purposes. In furtherance of this general purpose, the Corporation "shall take whatever actions are necessary and related to the promotion of the health care of the residents of Alameda, California, including, but not limited to, promoting, procuring and extending financial aid toward the operation, maintenance and modernization of Alameda Hospital or any other health care facility located in Alameda, California."

The Corporation is the same 501(c)(3) that operated both Alameda Hospital (prior to November 2002) and CW&S Investment Company (CW&S was dissolved in 2014).