

PUBLIC NOTICE
CITY OF ALAMEDA HEALTH CARE DISTRICT BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
Monday, January 29, 2018
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 Update James E.T. Jackson, CAO
 - Chief Administrative Officer Report
 - B. District & Operational Updates
 - 1) Recommendation and Approval of December 2017 Parcel Tax Installment Transfer to Alameda Health System
ACTION ITEM ENCLOSURE (PAGE 3)
 - 2) Acceptance of October – November 2017 Financial Statements
ACTION ITEM ENCLOSURE (PAGES 4-18)
 - 4) Request and Recommendation to Move Regular February District Board Meeting
ACTION ITEM ENCLOSURE (PAGE 19)
 - 5) District Executive Director Search
 - a. Overview/Background Michael Williams
 - i. Approved Budget for Staffing and Year-to-date Expenditures **ENCLOSURE (PAGE 20)** Kristen Thorson
 - ii. Employment Model Recommendation
ENCLOSURE (PAGE 21-28)
 - i. Sample Contract Template
 - iii. Review Job Descriptions **ENCLOSURE (PAGE 29-36)**
 - b. Recommendation to form Ad Hoc Search Subcommittee and Proposed Next Steps **ENCLOSURE (PAGE 37)** Michael Williams
Kristen Thorson

V. General Public Comments

VI. Board Comment

VII. Adjournment

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

MEETING DATE: January 29, 2018

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

FROM: Kristen Thorson, District Clerk

SUBJECT: Recommendation and Approval of December 2017 Parcel Tax Instalment Transfer to Alameda Health System

Action

Recommendation to transfer the December 2017 parcel tax installment to Alameda Health System in the amount of \$2,702,037 via wire transfer.

Background

The December 2017 parcel tax remittance of \$2,930,626 was received on December 14, 2017. I am recommending that the District hold back 7.8% or \$228,589 to fund the remaining fiscal year expenses. The percentage represents the ratio of expenses to parcel revenue. Note that calculations have been rounded to the nearest dollar or 10th of a percent.

With this hold-back of the December installment, 100% of the April Installment will be available to be transferred to AHS. This leaves the District with sufficient cash flow for the remainder of the fiscal year. Funds not used from the District's operating budget are trued up after the end of the fiscal year and after the annual audit and then transferred to Alameda Health System per the normal procedure.

Cash Flow Projections - General Operating Account

Bank Balance as of 1/25/18	3,102,623
December Install Transfer - Proposed for 1/29/18 BOD MTG	(2,702,037)
<hr/>	
Available Balance after transfer - General Operating Account	400,586
Operating Budget	456,395
YTD Expenses 11-30-18	176,130
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(Variance)	280,265

As a reminder, parcel tax installments are received in April, August (\$200,000 – \$300,000) and December of each fiscal year. Each transfer to Alameda Health System is board approved.

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018
TO: City of Alameda Health Care District, Board of Directors
FROM: Kristen Thorson, District Clerk
SUBJECT: Acceptance of October and November 2017 Financial Statements

Action

Acceptance of October and November 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.

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 continues to operate under budget on most categories with the exception of the following as stated for the September Financial Statements:

1. Repairs and Maintenance continue to be 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.

Source documents from Drysdale Property Management have been delayed preventing the completion of the December 2017 Financials statements.

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.

CITY OF ALAMEDA HEALTH CARE DISTRICT

UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD October 31, 2017

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of	As of
	<u>6/30/2017</u>	<u>10/31/2017</u>

Assets

Current assets:

Cash and cash equivalents	\$ 481,704	\$ 740,281
Grant and other receivables	295,780	1,914,977
Prepaid expenses and deposits	34,697	88,435
Total current assets	<u>812,181</u>	<u>2,743,692</u>

Assets limited as to use	754,413	523,516
Capital Assets, net of accumulated depreciation	<u>3,277,695</u>	<u>3,195,169</u>

Other Assets	11,952	11,205
Total assets	<u>\$ 4,856,240</u>	<u>\$ 6,473,582</u>

Liabilities and Net Position

Current liabilities:

Current maturities of debt borrowings	\$ 29,804	\$ 29,804
Accounts payable and accrued expenses	1,964	964
Total current liabilities	<u>31,768</u>	<u>30,768</u>

Debt borrowings net of current maturities	<u>973,525</u>	<u>963,792</u>
Total liabilities	1,005,292	994,560

Net position:

Invested in capital assets, net of related debt	729,366	644,830
Restricted, by contributors	2,298,196	2,103,201
Unrestricted (deficit)	<u>823,386</u>	<u>2,730,992</u>
Total net position (deficit)	<u>3,850,948</u>	<u>5,479,023</u>

Total liabilities and net position	<u>\$ 4,856,240</u>	<u>\$ 6,473,582</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 10/31/2017	Budget YTD 10/31/2017	Variance	
Revenues and other support					
District Tax Revenues	\$ 5,844,087	\$ 1,961,584	\$ 1,951,917	(9,667)	0%
Rents	183,188	76,898	65,094	(11,803)	-18%
Other revenues	14	5	591	586	
Total revenues	6,027,289	2,038,486	2,017,602	(20,884)	
Expenses					
Salaries, wage and benefits	-	-	56,667	56,667	100%
Professional fees	98,692	33,258	33,500	242	1%
Supplies	3,380	758	2,333	1,575	67%
Purchased services	5,600	1,171	1,500	329	22%
Repairs and maintenance	22,247	8,525	5,667	(2,858)	-50%
Rents	25,634	8,742	8,833	92	1%
Utilities	10,038	3,945	3,547	(399)	-11%
Insurance	57,699	10,981	15,592	4,611	30%
Depreciation and amortization	260,269	83,273	134,808	51,535	
Interest	48,954	16,094	15,892	(202)	-1%
Travel, meeting and conferences	260	-	3,667	3,667	100%
Other expenses	8,097	10,050	11,873	1,824	15%
Total expenses	540,868	176,798	293,878	117,081	
Operating gains	5,486,421	1,861,688	1,723,724	(137,965)	-8%
Transfers	(5,258,297)	(233,614)	(1,659,363)		
Increase in net position	228,124	1,628,074	64,361		
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	\$ 5,479,023	\$ 3,915,309		

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2017	Actual YTD 10/31/2017	Budget YTD 10/31/2017
Increase in net position	\$ 228,124	\$ 1,628,074	\$ 64,360
Add Non Cash items			
Depreciation	260,269	83,273	134,808
Changes in operating assets and liabilities			
Grant and other receivables	(1,858)	(1,619,197)	-
Prepaid expenses and deposits	(14,987)	(53,738)	-
Accounts payable and accrued expenses	(6,736)	(1,000)	-
Net Cash provided(used) by operating activities	464,811	37,412	199,168
Cash flows from investing activities			
Acquisition of Property Plant and Equipment	(0)	0	-
Changes in assets limited to use	(426,172)	230,897	-
Net Cash used in investing activities	(426,172)	230,897	-
Cash flows from financing activities			
Principal payments on debt borrowings	(28,527)	(9,733)	(9,935)
Net cash used by financing activities	(28,527)	(9,733)	(9,935)
Net change in cash and cash equivalents	10,113	258,577	189,234
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>\$ 740,281</u>	<u>\$ 482,028</u>

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District 6/30/2017	Jaber 6/30/2017	As of 6/30/2017	District 10/31/2017	Jaber 10/31/2017	As of 10/31/2017
Assets						
<u>Current assets:</u>						
Cash and cash equivalents	\$ 481,704	\$ -	\$ 481,704	\$ 740,281	\$ -	\$ 740,281
Grant and other receivables	295,780	0	295,780	1,914,977	0	1,914,977
Prepaid expenses and deposits	31,434	3,263	34,697	36,804	51,631	88,435
Total current assets	808,918	3,263	812,181	2,692,061	51,631	2,743,692
Due To Due From	4,480	(4,480)	0	4,479	(4,479)	0
Assets limited as to use	0	754,413	754,413	0	523,516	523,516
Capital Assets, net of accumulated depreciation	1,732,695	1,545,000	3,277,695	1,662,636	1,532,533	3,195,169
	2,546,093	2,298,196	4,844,289	4,359,176	2,103,201	6,462,378
Other Assets	11,952	0	11,952	11,205	0	11,205
Total assets	2,558,045	2,298,196	4,856,240	4,370,381	2,103,201	6,473,582
Liabilities and Net Position						
<u>Current liabilities:</u>						
Current maturities of debt borrowings	29,804	0	29,804	29,804	0	29,804
Accounts payable and accrued expenses	1,964	0	1,964	964	0	964
Total current liabilities	31,768	0	31,768	30,768	0	30,768
Debt borrowings net of current maturities	973,525	0	973,525	963,792	0	963,792
Total liabilities	1,005,292	0	1,005,292	994,560	0	994,560
Net position:						
Invested in capital assets, net of related debt	729,366	0	729,366	644,830	0	644,830
Restricted, by contributors	0	2,298,196	2,298,196	0	2,103,201	2,103,201
Unrestricted (deficit)	823,386	0	823,386	2,730,992	0	2,730,992
Total net position (deficit)	1,552,752	2,298,196	3,850,948	3,375,822	2,103,201	5,479,023
Total liabilities and net position	\$2,558,045	\$2,298,196	\$4,856,240	\$4,370,381	\$2,103,201	\$6,473,582

Statements of Revenues, Expenses and Changes in Net Position

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual			Actual		
	District 6/30/2017	Jaber 6/30/2017	YTD 6/30/2017	District 10/31/2017	Jaber 10/31/2017	YTD 10/31/2017
Revenues and other support						
District Tax Revenues	5,844,087	0	5,844,087	1,961,584	0	1,961,584
Rents	380	182,808	183,188	0	76,898	76,898
Other revenues	14	0	14	5	0	5
Total revenues	5,844,481	182,808	6,027,289	1,961,588	76,898	2,038,486
Expenses						
Salaries, wage and benefits	0	0	0	0	0	0
Professional fees	88,976	9,716	98,692	30,098	3,161	33,258
Supplies	3,380	0	3,380	758	0	758
Purchased services	5,600	0	5,600	1,171	0	1,171
Repairs and maintenance	0	22,247	22,247	0	8,525	8,525
Rents	25,634	0	25,634	8,742	0	8,742
Utilities	1,144	8,893	10,038	0	3,945	3,945
Insurance	56,068	1,631	57,699	9,350	1,631	10,981
Depreciation and amortization	222,869	37,400	260,269	70,806	12,467	83,273
Interest	48,954	0	48,954	16,094	0	16,094
Travel, meeting and conferences	260	0	260	0	0	0
Other expenses	5,682	2,415	8,097	1,500	8,550	10,050
Total expenses	458,565	82,302	540,868	138,519	38,279	176,798
Operating gains	5,385,916	100,505	5,486,421	1,823,069	38,619	1,861,688
Transfers	(5,258,297)	0	(5,258,297)	0	(233,614)	(233,614)
Increase in net position	127,619	100,505	228,124	1,823,069	(194,995)	1,628,074
Net position at <i>beginning of the year</i>	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>	1,552,752	2,298,196	3,850,948	3,375,822	2,103,201	5,479,023

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District	Jaber	Actual	District	Jaber	Actual
	6/30/2017	6/30/2017	YTD 6/30/2017	10/31/2017	10/31/2017	YTD 10/31/2017
Increase in net position	127,619	100,505	228,124	1,823,069	(194,995)	1,628,074
Add Non Cash items						
Depreciation	222,869	37,400	260,269	70,806	12,467	83,273
Changes in operating assets and liabilities						
Grant and other receivables	(1,858)	0	(1,858)	(1,619,197)	0	(1,619,197)
Prepaid expenses and deposits	(11,724)	(3,263)	(14,987)	(5,369)	(48,369)	(53,738)
Due To Due From	(291,530)	291,530	0	(0)	0	0
Accounts payable and accrued expenses	(6,736)	0	(6,736)	(1,000)	0	(1,000)
Net Cash provided(used) by operating activities	38,639	426,172	464,811	268,309	(230,897)	37,412
Cash flows from investing activities						
Acquisition of Property Plant and Equipment	0	0	(0)	0	0	0
Changes in assets limited to use	0	(426,172)	(426,172)	0	230,897	230,897
Net Cash used in investing activities	0	(426,172)	(426,172)	0	230,897	230,897
Cash flows from financing activities						
Principal payments on debt borrowings	(28,527)	(0)	(28,527)	(9,733)	0	(9,733)
Net cash used by financing activities	(28,527)	(0)	(28,527)	(9,733)	0	(9,733)
Net change in cash and cash equivalents	10,112	0	10,112	258,576	0	258,577
Cash at the beginning of the year	471,592	(0)	471,592	481,704	(0)	481,704
Cash at the end of the period	481,704	(0)	481,704	740,281	0	740,281

CITY OF ALAMEDA HEALTH CARE DISTRICT

UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD November 30, 2017

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of <u>6/30/2017</u>	As of <u>11/30/2017</u>
Assets		
<u>Current assets:</u>		
Cash and cash equivalents	\$ 481,704	\$ 729,967
Grant and other receivables	295,780	2,399,407
Prepaid expenses and deposits	34,697	77,705
Total current assets	<u>812,181</u>	<u>3,207,079</u>
Assets limited as to use	754,413	537,696
Capital Assets, net of accumulated depreciation	<u>3,277,695</u>	<u>3,174,538</u>
	4,844,289	6,919,313
Other Assets	<u>11,952</u>	<u>11,018</u>
Total assets	<u>\$ 4,856,240</u>	<u>\$ 6,930,331</u>

Liabilities and Net Position

Current liabilities:

Current maturities of debt borrowings	\$ 29,804	\$ 29,804
Accounts payable and accrued expenses	<u>1,964</u>	<u>1,964</u>
Total current liabilities	31,768	31,768
Debt borrowings net of current maturities	<u>973,525</u>	<u>961,328</u>
Total liabilities	1,005,292	993,095

Net position:

Invested in capital assets, net of related debt	729,366	644,830
Restricted, by contributors	2,298,196	2,113,856
Unrestricted (deficit)	<u>823,386</u>	<u>3,178,549</u>
Total net position (deficit)	<u>3,850,948</u>	<u>5,937,235</u>
Total liabilities and net position	<u>\$ 4,856,240</u>	<u>\$ 6,930,331</u>

Statements of Revenues, Expenses and Changes in Net Position

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2017	Actual YTD 11/30/2017	Budget YTD 11/30/2017	Variance	
Revenues and other support					
District Tax Revenues	\$ 5,844,087	\$ 2,446,750	\$ 2,439,896	(6,854)	0%
Rents	183,188	93,115	81,368	(11,747)	-14%
Other revenues	14	6	738	733	
Total revenues	6,027,289	2,539,871	2,522,003	(17,869)	
Expenses					
Salaries, wage and benefits	-	-	70,833	70,833	100%
Professional fees	98,692	37,477	41,875	4,398	11%
Supplies	3,380	758	2,917	2,158	74%
Purchased services	5,600	1,171	1,875	704	38%
Repairs and maintenance	22,247	9,533	7,083	(2,450)	-35%
Rents	25,634	10,927	11,042	115	1%
Utilities	10,038	4,345	4,433	88	2%
Insurance	57,699	21,711	19,490	(2,221)	-11%
Depreciation and amortization	260,269	104,091	168,510	64,419	
Interest	48,954	20,087	19,865	(222)	-1%
Travel, meeting and conferences	260	1,500	4,583	3,083	67%
Other expenses	8,097	8,370	14,842	6,471	44%
Total expenses	540,868	219,971	367,348	147,377	
Operating gains	5,486,421	2,319,900	2,154,655	(165,246)	-8%
Transfers	(5,258,297)	(233,614)	(2,074,204)		
Increase in net position	228,124	2,086,286	80,451		
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	\$ 5,937,235	\$ 3,931,399		

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2017	Actual YTD 11/30/2017	Budget YTD 11/30/2017
Increase in net position	\$ 228,124	\$ 2,086,286	\$ 80,451
Add Non Cash items			
Depreciation	260,269	104,091	168,510
Changes in operating assets and liabilities			
Grant and other receivables	(1,858)	(2,103,626)	-
Prepaid expenses and deposits	(14,987)	(43,008)	-
Accounts payable and accrued expenses	(6,736)	-	-
Net Cash provided(used) by operating activities	464,811	43,743	248,961
Cash flows from investing activities			
Acquisition of Property Plant and Equipment	(0)	(0)	-
Changes in assets limited to use	(426,172)	216,717	-
Net Cash used in investing activities	(426,172)	216,717	-
Cash flows from financing activities			
Principal payments on debt borrowings	(28,527)	(12,197)	(12,418)
Net cash used by financing activities	(28,527)	(12,197)	(12,418)
Net change in cash and cash equivalents	10,113	248,263	236,542
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>\$ 729,967</u>	<u>\$ 529,337</u>

Balance Sheets

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District 6/30/2017	Jaber 6/30/2017	As of 6/30/2017	District 11/30/2017	Jaber 11/30/2017	As of 11/30/2017
Assets						
<u>Current assets:</u>						
Cash and cash equivalents	\$ 481,704	\$ -	\$ 481,704	\$ 729,967	\$ -	\$ 729,967
Grant and other receivables	295,780	0	295,780	2,399,407	0	2,399,407
Prepaid expenses and deposits	31,434	3,263	34,697	26,481	51,224	77,705
Total current assets	808,918	3,263	812,181	3,155,856	51,224	3,207,079
Due To Due From	4,480	(4,480)	0	4,479	(4,479)	0
Assets limited as to use	0	754,413	754,413	0	537,696	537,696
Capital Assets, net of accumulated depreciation	1,732,695	1,545,000	3,277,695	1,645,121	1,529,417	3,174,538
	2,546,093	2,298,196	4,844,289	4,805,456	2,113,857	6,919,313
Other Assets	11,952	0	11,952	11,018	0	11,018
Total assets	2,558,045	2,298,196	4,856,240	4,816,474	2,113,857	6,930,331
Liabilities and Net Position						
<u>Current liabilities:</u>						
Current maturities of debt borrowings	29,804	0	29,804	29,804	0	29,804
Accounts payable and accrued expenses	1,964	0	1,964	1,964	0	1,964
Total current liabilities	31,768	0	31,768	31,768	0	31,768
Debt borrowings net of current maturities	973,525	0	973,525	961,328	0	961,328
Total liabilities	1,005,292	0	1,005,292	993,095	0	993,095
Net position:						
Invested in capital assets, net of related debt	729,366	0	729,366	644,830	0	644,830
Restricted, by contributors	0	2,298,196	2,298,196	0	2,113,856	2,113,856
Unrestricted (deficit)	823,386	0	823,386	3,178,549	0	3,178,549
Total net position (deficit)	1,552,752	2,298,196	3,850,948	3,823,379	2,113,856	5,937,235
Total liabilities and net position	\$2,558,045	\$2,298,196	\$4,856,240	\$4,816,474	\$2,113,856	\$6,930,331

Statements of Revenues, Expenses and Changes in Net Position

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District		Actual	District		Actual
	6/30/2017	Jaber 6/30/2017	YTD 6/30/2017	11/30/2017	Jaber 11/30/2017	YTD 11/30/2017
Revenues and other support						
District Tax Revenues	5,844,087	0	5,844,087	2,446,750	0	2,446,750
Rents	380	182,808	183,188	0	93,115	93,115
Other revenues	14	0	14	6	0	6
Total revenues	5,844,481	182,808	6,027,289	2,446,756	93,115	2,539,871
Expenses						
Salaries, wage and benefits	0	0	0	0	0	0
Professional fees	88,976	9,716	98,692	33,507	3,970	37,477
Supplies	3,380	0	3,380	758	0	758
Purchased services	5,600	0	5,600	1,171	0	1,171
Repairs and maintenance	0	22,247	22,247	0	9,533	9,533
Rents	25,634	0	25,634	10,927	0	10,927
Utilities	1,144	8,893	10,038	0	4,345	4,345
Insurance	56,068	1,631	57,699	19,672	2,039	21,711
Depreciation and amortization	222,869	37,400	260,269	88,507	15,583	104,091
Interest	48,954	0	48,954	20,087	0	20,087
Travel, meeting and conferences	260	0	260	1,500	0	1,500
Other expenses	5,682	2,415	8,097	0	8,370	8,370
Total expenses	458,565	82,302	540,868	176,130	43,841	219,971
Operating gains	5,385,916	100,505	5,486,421	2,270,627	49,274	2,319,900
Transfers	(5,258,297)	0	(5,258,297)	0	(233,614)	(233,614)
Increase in net position	127,619	100,505	228,124	2,270,627	(184,340)	2,086,286
Net position at <i>beginning of the year</i>	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>	1,552,752	2,298,196	3,850,948	3,823,379	2,113,855	5,937,235

Statements of Cash Flows

CITY OF ALAMEDA HEALTHCARE DISTRICT

	District		Actual		Actual	
	6/30/2017	Jaber 6/30/2017	YTD 6/30/2017	District 11/30/2017	Jaber 11/30/2017	YTD 11/30/2017
Increase in net position	127,619	100,505	228,124	2,270,627	(184,340)	2,086,286
Add Non Cash items						
Depreciation	222,869	37,400	260,269	88,507	15,583	104,091
Changes in operating assets and liabilities						
Grant and other receivables	(1,858)	0	(1,858)	(2,103,626)	0	(2,103,626)
Prepaid expenses and deposits	(11,724)	(3,263)	(14,987)	4,952	(47,960)	(43,008)
Due To Due From	(291,530)	291,530	0	(0)	0	0
Accounts payable and accrued expenses	(6,736)	0	(6,736)	0	0	0
Net Cash provided(used) by operating activities	38,639	426,172	464,811	260,459	(216,716)	43,743
Cash flows from investing activities						
Acquisition of Property Plant and Equipment	0	0	(0)	(0)	(0)	(0)
Changes in assets limited to use	0	(426,172)	(426,172)	0	216,717	216,717
Net Cash used in investing activities	0	(426,172)	(426,172)	(0)	216,717	216,717
Cash flows from financing activities						
Principal payments on debt borrowings	(28,527)	(0)	(28,527)	(12,197)	0	(12,197)
Net cash used by financing activities	(28,527)	(0)	(28,527)	(12,197)	0	(12,197)
Net change in cash and cash equivalents	10,112	0	10,112	248,262	0	248,263
Cash at the beginning of the year	471,592	(0)	471,592	481,704	(0)	481,704
Cash at the end of the period	481,704	(0)	481,704	729,967	0	729,967

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018

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

FROM: Kristen Thorson, District Clerk

SUBJECT: Request and Recommendation to Move Regular February Meeting District Board Meeting

Action

Request and recommendation to move regular February 12, 2018 meeting to March 2018.

Background and Discussion

Due to the late January special meeting and due to Board member and legal counsel availability, I am requesting to move the February 12, 2018 Board meeting to one of the following dates in March. These dates are suggestions and discussion is welcome at the meeting.

- March 12, 2018
- March 19, 2018

For reference, the attached document is the schedule of upcoming meetings.

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018
TO: City of Alameda Health Care District, Board of Directors
FROM: Kristen Thorson, District Clerk
SUBJECT: Approved Budget for Staffing and Year-to-date Expenditures

The Fiscal Year 2017-2018 District Operating Budget allowed for \$170,000 for staffing support of an 0.5 FTE (half time) Executive Director and a 1.0 FTE (full time) Clerk or administrative Support. Details are indicated below.

Expense

Salaries, Wages and Benefits	170,000
0.5 FTE Executive Director	95,000
1.0 FTE Clerk / Administrative Support	75,000

YTD, the District has not expended funds under Salaries, Wages, and Benefits. As stated in the recommendation to transfer the December parcel tax installment, cash on hand is sufficient to fund budgeted expenditures through the end of the fiscal year, including expenditures for salaries, wages and benefits for District staffing support depending on the timing of when position(s) are filled.

Cash Flow Projections - General Operating Account

Bank Balance as of 1/25/18	3,102,623
December Install Transfer - Proposed for 1/29/18 BOD MTG	(2,702,037)
Available Balance after transfer - General Operating Account	400,586
 Operating Budget	 456,395
YTD Expenses 11-30-18	176,130
(Variance)	280,265

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018

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

FROM: Kristen Thorson, District Clerk

SUBJECT: Employment Model Recommendation

I am recommending that the District employ an Executive Director (ED) as an independent contractor. A sample contract template is provided as reference. Hiring and ED as an independent contractor reduces additional costs associated with full employment such as workers compensation, health benefits, taxes, pension and other benefits.

I feel that in the community of Alameda and Bay Area that there would be qualified applicants interested in the role and based as an independent contract. I have asked several consultants and independent contractors about the proposed salary. They have indicated that the budgeted salary is competitive for the role and scope of the position.

I have also explored hiring an individual an agency or consulting firm. While this is still a possibility, the District would most likely have to increase the budget for wages to account for the additional fees associated with agencies or consulting firms.

I am also recommending that the District hire an Executive Director first and then have the ED determine what type of support he/she needs.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into and executed effective as of _____, 2018, by and between City of Alameda Health Care District, a local health care district organized pursuant to Division 23 of the California Health and Safety Code ("District"), and _____ ("Contractor"), with respect to the following facts:

WHEREAS, it is the intention of the District and the Contractor to enter into a business relationship whereby the Contractor shall provide the services of a qualified individual (the "Executive Director"), to assist the District in providing certain administrative and district clerk services, as set forth below; and

WHEREAS, the District and the Contractor desire to enter into a written contract in order to establish and clarify the terms and conditions of the business relationship.

NOW, THEREFORE, in consideration of the promises and mutual agreements hereinafter set forth and both parties intending to be legally bound hereby, it is mutually agreed by and between the parties as follows:

ARTICLE I - INDEPENDENT CONTRACTOR

The District and the Contractor agree that the Contractor will be an independent contractor. The Contractor agrees to provide the services of a qualified individual, acceptable to District, to serve as its Executive Director, who shall devote his/her best efforts, per a mutually agreeable schedule, to the performance of required administrative and district clerk services, as set forth on Exhibit A – Duties, attached hereto, for the District. Contractor must exercise at all times its independent judgment and shall not be subject to direction, control, or supervision by District, except that the Executive Director shall be subject to the standards, and shall perform the duties, as set forth in this Agreement. Contractor shall be responsible for payment of all fees for licenses, liability insurance premiums, dues and subscriptions, accounting, legal and other professional services, and all other fees, costs and expenses related to its obligations hereunder, except as otherwise provided in this Agreement. Neither Contractor nor the Executive Director shall have any claim under this Agreement or otherwise against District for workers' compensation, unemployment compensation, vacation pay, sick leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other benefits. District shall not withhold, or in any way be responsible for, the payment of any federal, state, or local income taxes, F.I.C.A. taxes, unemployment compensation or workers' compensation contributions, Social Security, or any other payments on behalf of Contractor or any of its employees, agents, or subcontractors, and all such withholdings or obligations shall be the sole responsibility of Contractor. Contractor shall indemnify, defend, and hold harmless District from any and all loss or liability arising with respect to such payments, withholdings, and benefits. In the event that the Internal Revenue Service ("IRS") or other governmental agency should question or

challenge the independent contractor status of Contractor or the Executive Director, District shall have the right to participate in any discussion or negotiation occurring with the IRS or other such governmental agency, irrespective of by whom such discussions or negotiations were initiated.

ARTICLE II - TERMS OF RELATIONSHIP

Subject to the provisions set forth in this Agreement, the initial term of this Agreement will be for one (1) year commencing on the date of this Agreement and will continue on a month to month basis thereafter subject to the provisions of Article IV.

ARTICLE III - COMPENSATION

For services rendered by the Contractor pursuant to this Agreement, the District shall pay the Contractor _____ for the services set forth on Exhibit A, attached hereto ("Contractor's Compensation"). The Contractor will receive the Contractor's Compensation within fourteen (14) days of the District's receipt of the payment from the client.

ARTICLE IV - TERMINATION

This Agreement may be terminated by either the Contractor or the District at will, without reason or explanation, by giving the other party written notice at least fourteen (14) days prior to the date on which the business relationship between the parties shall end ("the termination date"). On the termination date, this Agreement shall end and all remaining obligations, except those in Article V shall end.

Notwithstanding the preceding paragraph, if the noticed termination is by the District because of dissatisfaction with the Executive Director, for any reason, Contractor and District shall promptly meet and confer to determine if Contractor can timely provide the services of a replacement Executive Director. If so, the parties shall document such change and this Agreement shall not terminate.

If either party breaches any provision of this Agreement, this Agreement shall immediately terminate upon written notice by the non-breaching party and all remaining obligations, except those in Article V shall end.

ARTICLE V - NON-DISCLOSURE

(a) The Contractor and shall not, nor shall any of its employees or contractors, at any time during or following its business relationship with the District, disclose or use, except in the course of its business relationship with the District in pursuit of the business of the District, any confidential information or proprietary data of the District or the District's clients and/or

business associates, whether such information or proprietary data of the District or the District's clients and/or business associates is in the memory of its employees or contractors, or embodied in writing or other physical form, provided, however, that the term "confidential information or proprietary data" shall not be deemed to include information which is in the public domain, which the Contractor knew from sources other than the District, or which becomes known from such other sources.

(b) The Contractor recognizes that its services under this Agreement are unique, that the Contractor will have access to the District's business records, client lists and secrets, and that should it (or any of its employees or contractors, whom Contractor shall ensure are legally bound to these provisions) violate all or any part of this Article V, the District will suffer irreparable harm for which monetary damages are inadequate and that the District will not have an adequate remedy at law. The Contractor agrees that the provisions of this Article V are reasonable in terms of duration, areas of application, and otherwise, and agrees that, in addition to any other rights or remedies the District may have, including, without limitation, arbitration as provided in Article XVII, the District shall be entitled to injunctive relief enforced or issued by any Court of competent jurisdiction, for breach of all or any part of this Article V. If, at the time of enforcement of this Article V, a Court shall hold that the duration, scope or area restrictions stated herein, are unreasonable under circumstances then existing, the parties agree that the maximum duration, scope or area reasonable under such circumstances, shall be substituted for the stated duration, scope or area. The prevailing party in litigating the enforcement of this Article V shall be entitled to the payment by the non-prevailing party of the reasonable counsel fees incurred by such prevailing party.

(c) The provisions of this Article V shall be construed as an agreement independent of any other provision of this Agreement and the existence of any claim or cause of action of Contractor against the District whether arising out of this Agreement or otherwise shall not constitute a defense to the enforcement by the District of the provisions of this paragraph.

ARTICLE VI - INSURANCE

The Contractor shall be responsible for its own liability insurance protection. Such coverage shall include general liability insurance, worker's compensation insurance and other liability coverage. With respect to Contractor's general liability insurance and other liability coverage, District shall be named as an additional insured for all services performed by Contractor pursuant to this Agreement. The Contractor shall not be covered under any of The District's insurances.

ARTICLE VII - LICENSES

(a) The Contractor shall comply with all applicable local, state and federal laws and regulations regarding the Contractor's duties under this Agreement and the Contractor has obtained and shall maintain all licenses and designations which may be required for the Contractor to perform its duties herein. The Contractor shall immediately give notice to the

District if the Contractor becomes aware of any laws, regulations or other rulings, whether proposed or in force, that would prohibit the conduct of any of the services contemplated herein. The Contractor shall advise the District within two business days of any inquiry, investigation, cease and desist order, or other similar item received from any state or federal regulatory or law enforcement body or court as it relates to the Contractor's ability to perform the services hereunder.

(b) The Contractor shall maintain true and correct records relating to the services provided herein. Such records shall be maintained during the Term of this Agreement and for a period of seven years after termination of this Agreement. The Contractor shall make such books and records relating to the services provided hereunder available for inspection by the District at any time upon reasonable notice to the Contractor.

ARTICLE VIII - AUTHORITY

Under no circumstances shall the Contractor:

(a) Represent to any person, organization or entity that the Contractor in any way represents the District for any purpose not specifically included in the terms of this Agreement.

(b) Incur any unbudgeted expenses or liabilities in excess of one hundred (\$100.00) dollars on account of the District without prior written approval from the District.

ARTICLE IX - RIGHTS OF THE COMPANY

The District, in its sole discretion, shall have the right to refuse to permit the Contractor to perform a specific service under this Agreement and the District shall have the right to terminate any service performed hereunder.

ARTICLE X - WRITTEN NOTICE

All notices, requests, demands and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given, made and received only when delivered (personally, by courier service such as Federal Express, or by other messenger) or when deposited in the United States mails, registered or certified mail, postage prepaid, return receipt requested, addressed as set forth below.

(a) If to Contractor:

(b) If to the District:

City of Alameda Health Care District
2070 Clinton Avenue
Alameda, CA 94501
Attn: District Board President

Each party must notify the other party by written notice of any changes in their address.

ARTICLE XI - INDULGENCES

Neither the failure nor any delay on the part of either party to exercise any right, remedy, power or privilege under this Agreement shall operate as a waiver hereof, nor shall any single or partial exercise of any right, remedy, power or privilege preclude any other or further exercise of the same or of any other right, remedy, power or privilege with respect to any other occurrence.

ARTICLE XII - BINDING NATURE OF AGREEMENT

This Agreement shall be binding upon and inure to the benefit of the District and shall be binding upon the Contractor and its successors and legal representatives.

ARTICLE XIII - EXECUTION AND COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon and all of which together shall constitute one and the same instrument. This Agreement shall become binding when one or more counterparts hereof, individually or taken together, shall bear the signatures of all the parties reflected hereof as the signatories.

ARTICLE XIV - PROVISIONS NOT SEPARABLE

The provisions of this Agreement are not separable from each other, and this Agreement shall not be affected or rendered invalid or unenforceable if any part hereof is found to be invalid or unenforceable in whole or in part.

ARTICLE XV - INTEGRATION

This Agreement embodies the entire understanding of the parties. No amendment or modification of this Agreement shall be valid or binding upon the District or the Contractor unless made in writing and signed by a duly-authorized officer of the District and the

Contractor.

ARTICLE XVI - APPLICABLE LAW

This Agreement has been made and executed in the State of California and the parties hereto consent to the jurisdiction of the California Courts and the application of California law to any controversy hereunder.

ARTICLE XVII - DISPUTE RESOLUTION

The parties hereto agree that, before initiating any other legal action, any controversy, dispute or disagreement, arising out of or relating to this Agreement, the breach thereof, or the subject matter thereof, shall first be submitted for resolution in accordance with the following provisions. The parties shall in good faith attempt first to resolve any such controversy, dispute or disagreement by negotiation. If any such controversy, dispute or disagreement is not resolved, within 30 days after the party initiating this process has first given the other party written notice thereof, the matter shall be submitted to mediation, which shall be conducted in Alameda County, California, in accordance with the rules of the judicial mediation and arbitration service known as "JAMS". The mediator shall be instructed both to mediate the controversy, dispute or disagreement and to submit recommendations to the parties regarding proposed resolution of any residual issues that remain unresolved at the conclusion of the mediation process. The parties shall not be bound by such recommendations and either party may thereupon initiate further legal proceedings, at its option.

ARTICLE XI - CONFIDENTIALITY

This Agreement is confidential, and its terms may only be disclosed to the parties hereto, government agencies, and the parties' insurance carriers, accountants, and lawyers, or as agreed upon by the parties hereto in writing, or as required by law.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

DISTRICT:

CONTRACTOR:

BY: _____

BY: _____

Title: _____

Title: _____

EXHIBIT A

Duties

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018

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

FROM: Kristen Thorson, District Clerk

SUBJECT: Review Job Descriptions

Attached are the proposed job descriptions for an Executive Director and Administrative Support/Clerk position. These job descriptions were developed during the Vision 2015 (Nov. 2015) work. Some minor edits have been proposed by myself and by Director Deutsch through a request to President Williams.

At the meeting on January 29, 2018, I will ask for any additional input on the job descriptions, including additions, deletions or changes. There will be opportunity after the Board meeting as well to provide input.

POSITION Executive Director

ORGANIZATION City of Alameda Health Care District

LOCATION The City of Alameda Health Care District (“District”) includes everyone residing within the City of Alameda, which encompasses the zip codes of 94501 and 94502.

BACKGROUND The District was created in 2002 to allow continued operation of Alameda Hospital, supported by newly enacted parcel taxes. In 2014, the District and the Alameda Health System (AHS) entered into a Joint Powers Agreement that transferred to AHS the operations of Alameda Hospital and the District’s other health facilities. The District maintains oversight responsibility. As this arrangement moves ahead in its second year, the District Board plans to add to its hospital oversight activities an expanded focus on community health and other kinds of activities authorized by state law. These may at some time in the future include establishing or assisting in the operation of outpatient health facilities, diagnostic and testing centers, health education programs, wellness and prevention programs, rehabilitation, and other health care services and organizational relationships needed for good physical and mental health in the community served by the district. However, the more immediate focus is on continued Alameda Hospital/parcel tax oversight, community health stakeholder outreach, and health leadership within the community served by the District.

To move forward effectively, the District has created a .5 FTE position of Executive Director. This person will be the CAHCD’s inaugural Executive Director, who will work with the District’s full-time clerk, Board members, community members, and potential funders to develop and expand the District’s community health-related activities and resources. While this happens, the District Board will continue its oversight of AHS operations and finances affecting the District’s health facilities.

The new Executive Director position will be a high profile one, functioning within a strong local community. The District seeks an Executive Director with creativity, vision, health or hospital-related experience, and interest in engaging with our community. The successful candidate will have the opportunity to lead, plan, build, and oversee daily operations of an entity developing a new role for itself as the AHS-District affiliation relationship develops and moves forward. Until now, executive functions of the District have been performed by some combination of the Alameda Hospital CEO and staff, a part-time District clerk, and members of the District Board. As the organization grows and develops, there will be opportunities for innovation, organizational restructuring, and greater community partnership and

POSITION SUMMARY

engagement.

The Executive Director will have overall responsibility for the planning and operation of the District's activities, including helping the District plan for its future role. Working closely with the District Directors and ~~the District Clerk~~support staff, the Executive Director will support the District Board's intention to plan, develop, and manage activities that meet its goals, mission, and vision. Of particular importance will be external relationships with community health stakeholders, Alameda Hospital and its CAO, and leaders at AHS and who can impact the health and well being of our community. The Executive Director responsibilities shall also include, with Board guidance and direction, ensuring that Alameda Hospital continues to provide access to high quality medical care for the Alameda community.

The Executive Director will be directly supported by a contracted legal counsel and ~~a full-time District staff person who serves as the District's Clerk~~support staff as determined by the Executive Director.

RESPONSIBILITIES

- A. To act as the duly authorized representative of the Board of Directors in all matters in which the Board has not formally designated some other person.
- B. To develop a plan for organizing the personnel and other operational staff of the District and to establish procedures for the internal operation of the District, each of which will be submitted to the Board of Directors for approval,
- C. To prepare an annual budget showing the expected receipts and expenditures, as required by the Board of Directors.
- D. To select, employ, supervise and discharge all District employees as are necessary for carrying on the normal functions of the District if any. Notwithstanding the above, all employees of the District ultimately serve at the pleasure of the Board of Directors.
- E. To supervise all business affairs of the District, such as records of financial transactions, the collection of accounts, and the purchase and issuance of supplies.
- F. To ensure that all funds coming to the District are collected and expended to the best possible advantage, while acknowledging all obligations found in law and legal agreements in existence at the time.
- G. To promote a high level of cooperation with the Chief Administrative Officer of Alameda Hospital and other Alameda Health System leaders whose responsibilities affect operation of the District's medical care and health-related services and facilities.
- H. To periodically submit to the Board of Directors or its authorized committees reports reviewing the activities and finances of the District.

I. To prepare and submit any special reports requested by the Board of Directors or its authorized committees, in accordance with their instructions.

J. To attend all meetings of the Board of Directors.

K. To attend the meetings of any committee the Board of Directors determines to require the ED's regular attendance.

L. To work with Board members, as appropriate, to liaison with other public agencies and elected officials.

M. Working with legal counsel and other information resources, to help the District stay in compliance with health care district law and the Ralph M. Brown Act.

N. To assist the District Board in staying informed about the changing realities of the health care financing, delivery, and quality of care assessment environment in which the District and its health facilities operate.

O. To perform any other duties that may be necessary in the best interest of the District.

CANDIDATE PROFILE

CAPABILITIES –

- Excellent verbal and written communication skills. Good listener.
- The ability to work with a wide range of professionals and also community and health care leaders.
- A creative and strategic thinker who is a problem solver and effective strategist; is diplomatic, energetic and results-oriented.
- Excellent general executive business skills for this small but complex organization.
- A strong personal values system, which includes integrity, honesty, respect of others, and trustworthiness.
- Ability to develop trust and credibility with stakeholders.
- Ability to see the big picture and think strategically while understanding the day-to-day details of the district.
- Ability to select and act on the highest priority activities.

EXPERIENCE –

A wide variety of backgrounds and career experience will be considered. Here are areas that will be given strong consideration:

- Demonstrated success in operating a similar organization.
- A record of leadership and accomplishment in a public agency or nonprofit organization involved with medical care or other aspect of maintaining or improving individual and community health.
- Broad experience with community based, health focused organizations.

- A record of successful accomplishments and leadership in a complex environment related to health and health care.
- Familiarity with the City of Alameda community and the County of Alameda, or similar communities.

PERSONAL CHARACTERISTICS –

- Passion to serve the District and local communities.
- Excellent communication skills, commitment to honest dialog and interaction at all levels.
- Comfortable with ambiguity and emerging roles and organizational structure.
- A management style that has high standards for accountability, yet is also creative.
- Trustworthy, direct and ethical.
- A style that creates confidence and trust.

EDUCATION & EXPERIENCE

Required: An undergraduate degree is required

Highly desirable: an advanced degree relating to health or organizational management. Equivalent professional experience may substitute for an advanced degree.

Overall: education and experience that bring the knowledge, skills and abilities appropriate to the position as it now exists, and as it may expand in the future.

COMPENSATION

Financial compensation package will include a competitive salary as an independent contractor, ~~health insurance, and a retirement plan.~~

PROCEDURE FOR CANDIDACY

All inquiries will be treated as confidential.

Please send a resume and cover letter to Kristen Thorseon, City of Alameda Health Care District Clerk. districtinfo@coahcd.org

No changes at this time. Changes in job description to be determined by Executive Director in coordination with Board of Directors.

POSITION	Administrative Associate/Special District Clerk
ORGANIZATION	City of Alameda Health Care District
LOCATION	The City of Alameda Health Care District (“District”) includes everyone residing within the City of Alameda: zip codes 94501 and 94502.
BACKGROUND	<p>The District was created in 2002 to allow continued operation of Alameda Hospital, supported by newly enacted parcel taxes. In 2014, the District and the Alameda Health System (AHS) entered into a Joint Powers Agreement that transferred to AHS the operations of Alameda Hospital and the District’s other health facilities. The District maintains oversight responsibility. Now in the second year of this arrangement, the Board plans to add to its hospital oversight activities an expanded focus on community health and other activities authorized by state law. These may at some time in the future include establishing or assisting in the operation of outpatient health facilities, diagnostic and testing centers, health education programs, wellness and prevention programs, rehabilitation, and other health care services and organizational relationships needed for good physical and mental health in the community served by the district. However, the more immediate focus is on continued Alameda Hospital/parcel tax oversight, community health stakeholder outreach, and health leadership within the community served by the District.</p> <p>To move forward effectively, the District has approved a 1.0 FTE District Clerk position. Before the District’s affiliation with AHS, the District Clerk supported the District’s operations with support from several departments within Alameda Hospital. Since the affiliation, the District’s Clerk has been personally performing, or working closely with contracted services to complete, the District’s operational support activities.</p>
POSITION SUMMARY	The District Clerk will report directly to the Executive Director, and will have overall responsibility for the planning and operation of the District’s administrative support activities.
RESPONSIBILITIES	<ul style="list-style-type: none">• Primary responsibility for administrative support of district operations. This includes:<ul style="list-style-type: none">○ Timely coordination and posting of all documents, notifications and recordings/minutes for District meetings.○ Timely coordination of work documents provided by all contract services in support of district operations.○ Management and fulfillment of all office and supply requirements for district operations.○ Management of all District insurance policies.○ Orientation of new District Board members.○ Assistance in maintaining and updating the District’s

No changes at this time. Changes in job description to be determined by Executive Director in coordination with Board of Directors.

- website and other electronic communications with the Board and the general public
- Other Clerk duties as may be required by State Law in support of a Special District.
- Primary responsibility for guiding District Directors in complying with the Ralph M. Brown Act and Roberts' Rules of Order, with technical assistance as needed from legal counsel.

CANDIDATE PROFILE

CAPABILITIES –

- Excellent administrative support skills.
- Excellent verbal and written communication skills. Good listener.
- The ability to work well with the Executive Director and the elected District Directors in administrative support of the District's mission.
- A creative and strategic thinker who is a problem solver and effective strategist; is diplomatic, energetic and results-oriented.
- Ability to develop trust and credibility with stakeholders.
- Ability to see the big picture and think strategically while accomplishing the day-to-day details of the district.
- Ability to select and act on the highest priority activities.

EXPERIENCE –

A wide variety of backgrounds and career experience will be considered. Here are areas that will be given strong consideration:

- Demonstrated success in providing administrative support to a similar organization.
- Past experience serving elected boards.
- Experience with the requirements of the Ralph M. Brown Act and Robert's Rules of Order.

PERSONAL CHARACTERISTICS –

- Passion to serve the District and local communities.
- Commitment to honest dialog and interaction at all levels.
- Comfortable with ambiguity and emerging organizational structure.
- A work style with high standards for personal accountability.
- Trustworthy, direct and ethical.
- A work style that creates confidence and trust.

EDUCATION & EXPERIENCE

An undergraduate degree is preferred. Past experience in supporting an elected board or special district is strongly preferred.

COMPENSATION

Financial compensation package will include a competitive salary, ~~health insurance, and a retirement plan.~~ Employment model to be determined by the Executive Director in coordination with the District Board.

PROCEDURE FOR CANDIDACY

All inquiries will be treated as confidential.
Please send a resume and cover letter to Kristen Thorson, City of Alameda Health Care District.

No changes at this time. Changes in job description to be determined by
Executive Director in coordination with Board of Directors.

DRAFT

CITY OF ALAMEDA HEALTH CARE DISTRICT

MEETING DATE: January 29, 2018

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

FROM: Kristen Thorson, District Clerk

SUBJECT: Recommendation to form Ad Hoc Search Subcommittee and Proposed Next Steps

I am recommending the formation of an ad hoc search committee that would include participation from the District Board and community. The membership of the ad hoc search committee could be the membership of the community advisory committee.

Existing Committee members are listed below.

- Michael Williams, District Board, President
- Dennis Popalardo, District Board, Community Liaison.
- Mark Sorenson, Alameda Chamber of Commerce/Meals on Wheels
- Susan Davis, AUSD
- Rick Zombeck, Alameda Fire Department
- Louise Nakada, AHS/Alameda Hospital Foundation
- Irene Kudarauskas, Alameda Family Services
- Jim Franz, Retired Community Member
- Anne McKereghan, Real Estate Agent/AUSD Board of Education

The search committee could solicit candidates, review applications, conduct interviews, and make a candidate recommendation to the District Board.

A proposed timeline is listed below. I feel this is a conservative yet realistic timeline.

- January 2018
 - Form Sub Committee
- February/March 2018
 - Committee meets
 - Finalize JD for ED
 - Post position on community job boards
 - Identify candidates and/or solicit applications
- April 2018
 - Sub committee interviews Candidate
- May 2018
 - Recommendation of candidate to District Board
- June 2018
 - Board Approval of Candidate
 - Onboard Executive Director (June)
- July 1, 2018
 - Executive Director Starts