

# PUBLIC NOTICE

## CITY OF ALAMEDA HEALTH CARE DISTRICT BOARD OF DIRECTORS

### MEETING AGENDA

**Monday, May 8, 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**

Tracy Jensen

**II. Roll Call**

**III. General Public Comments**

**IV. Regular Agenda**

**A. Action Items**

**ACTION ITEMS**

- ✓ 1) Annual Election of Officers and Appointment to Liaison Positions **ENCLOSURE (PAGES 3-8)**
- ✓ 2) Acceptance of Financial Statements: January – March 2017 **ENCLOSURE (PAGES 9-18)**
- ✓ 3) Approval of FY 2014-2015 Parcel Tax True-Up Transfer to Alameda Health System **ENCLOSURE (PAGES 19-20)**
- ✓ 4) Approval of April 2017 Parcel Tax Installment Transfer to Alameda Health System **ENCLOSURE (PAGE 21)**
- ✓ 5) Review and Approval of FY 2017-2018 Operating Budget **ENCLOSURE (PAGE 22-24)**
- ✓ 6) Adoption of Parcel Tax Levy Resolution **ENCLOSURE (PAGE 25-26)**
- ✓ 7) Authorization to Execute Mutual Certification and Indemnification Agreement **ENCLOSURE (PAGE 27-29)**
- ✓ 8) Authority to Vote at of the Alameda County Chapter of the California Special District Association (CSDA) **ENCLOSURE (PAGE 30-31)**
- ✓ 9) Review and Discussion of Executive Director Search and District Staffing including Decision on Next Steps **ENCLOSURE (PAGE 32-47)**

**B. June 5, 2017 Agenda Preview**

Kristen Thorson

INFORMATIONAL - SUBJECT TO CHANGE

**Action Items**

- 1) Review and Approval of FY 2017-2018 Insurance Renewals (Property, Crime, Directors and Officers)
- 2) Review of Jaber Property Inspection Results and Recommendation on Reserve for Capital Needs
- 3) Review of Analysis of Jaber Fund Recommendation on Distribution from the Fund to Alameda Health System for Purchase of Capital Equipment
- 4) Approval of FY 2015-2016 Parcel Tax True Up Transfer to Alameda Health System
- 5) Review and Approval of 2017-2018 Parcel Tax Budget from Alameda Health System

**Informational Items**

- 1) Community Health, Safety and Wellness Focus Presentation
  - Subject to be determined
- 2) District Liaison Reports (AHS, Hospital and Community)
- 3) FY Q3 (Jan-Feb-Mar) AHS Reporting
  - Hospital/CAO, Finance, Quality, and Alameda Hospital Medical Staff Reports

**V. General Public Comments**

**VI. Board Comment**

**VII. Adjournment**

Next Meeting June 5, 2017 5:30 PM	Open Session Dal Cielo Conference Room Alameda Hospital
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## CITY OF ALAMEDA HEALTH CARE DISTRICT

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Meeting Date: May 8, 2017

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

From: Kristen Thorson, District Clerk

Subject: Election of District Officers and Appointment to Liaison Positions

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The annual election of City of Alameda Health Care District Officers is scheduled to take place at the May 8, 2017 Board Meeting. Election of officers last occurred in February 2017.

Article III, Section 1., Officers of the District Bylaws provides for the election of District Officers. Officers shall hold their office for terms of one (1) year or until such time as a successor is elected. An officer may be removed from office by a majority of the Board of Directors at any time. Officers may serve consecutive terms.

### Current List of Officers and Offices

Office/Liaison Position	<i>Board Member</i>
President / Representative #1 to City of Alameda Liaison Committee	<i>vacant</i>
1 <sup>st</sup> Vice President	Tracy Jensen
2 <sup>nd</sup> Vice President	<i>vacant</i>
Secretary	Michael Williams
Treasurer	Robert Deutsch, MD
Alameda Health System Liaison	Tracy Jensen
Community Health Liaison	<i>vacant</i>
Alameda Hospital Liaison	Robert Deutsch, MD
Representative #2 on City of Alameda Liaison Committee	<i>vacant</i>

Board members were asked for their preferences for offices and liaison positions. Results are listed below.

Acting President, Tracy Jensen will ask for nominations for each office beginning with President and proceed with discussion and voting for each office. The nominations, discussion and voting will continue in the following order outlined below in the table.

Board Member Preferences	Codiga	Deutsch	Jensen	Popalardo	Williams
President / Representative #1 to City of Alameda Liaison Committee	X			X	X
1 <sup>st</sup> Vice President	X	X	X	X	X
2 <sup>nd</sup> Vice President	X		X	X	X
Secretary					
Treasurer					
Alameda Health System Liaison			X		
Community Health Liaison				X	
Alameda Hospital Liaison		X			
Representative #2 on City of Alameda Liaison Committee	X	X		X	

Please note from the Bylaws: *“Each officer shall be elected upon receiving a majority vote with each member of the Board of Directors having one vote. In the event that there is no majority for a single office, the candidate with the fewest votes shall be eliminated from candidacy and a runoff election with the remaining candidates shall take place. In the event that more than two candidates have an equal number of votes, the office shall be selected by random lot.”*

Excerpt from the Bylaws of Offices of the Board is attached.

D. A quorum for conducting all matters before the Board of Directors shall be three (3) Directors.

E. No vote by the Board of Directors may be taken by secret ballot whether preliminary or final.

Section 8. Notice

A. The Secretary, or the Secretary's designee, shall post an agenda containing a brief, general description of each item of business to be transacted or discussed at a meeting of the Board of Directors in a visible location that is freely accessible to the public, at least 72 hours in advance of any regular meeting of the Board of Directors. The agenda will also include the time and place of the meeting.

B. To the extent that the District maintains a public website, the Secretary, or the Secretary's designee, shall endeavor to electronically post an agenda on said website prior to the date of the meeting.

C. In the event that the Board of Directors calls a special meeting, the Secretary shall post the agenda, except that the agenda shall be posted at least 24 hours in advance. In addition, the Secretary shall deliver written notice to each member of the Board, and to each local newspaper of general circulation, at least 24 hours in advance of the time of the meeting as specified in the notice.

D. The President of the Board, in consultation with the CEO of the District, shall determine the agenda, provided that any two Board members may specify that an item be on the agenda.

E. The requirements of this section shall not apply where the Board of Directors declares an emergency situation or other exception in accordance with California Government Code Sections 54954.2 or 54956.5.

### **ARTICLE III**

#### **OFFICERS**

Section 1. Officers

A. The officers of this District shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, and such other officers as the Board of Directors shall determine are necessary and appropriate.

B. The offices of President, First Vice-President, Second Vice-President and Secretary shall be filled by election from the membership of the Board of Directors. The office of Treasurer may or may not be filled by a member of the Board of Directors.

C. Each officer shall be elected upon receiving a majority vote with each member of the Board of Directors having one vote. In the event that there is no majority for a single office,

the candidate with the fewest votes shall be eliminated from candidacy and a runoff election with the remaining candidates shall take place. In the event that more than two candidates have an equal number of votes, the office shall be selected by random lot.

D. Officers shall be elected at such regular Board meeting as is specified by the Board.

E. Officers shall hold their office for terms of one ( 1 ) year or until such time as a successor is elected. An officer may be removed from office by a majority of the Board of Directors at any time. Officers may serve consecutive terms.

## Section 2. President

A. The President shall perform the following duties:

1. Preside over the meetings of the Board of Directors;
2. Sign and execute jointly with the Secretary, in the name of the District, all contracts and conveyances and all other instruments in writing that have been authorized by the Board of Directors;
3. Exercise the power to co-sign, with the Secretary checks drawn on the funds of the District whenever:
  - a. There is no person authorized by resolution of the Board of Directors to sign checks on behalf of the District regarding a particular matter; or
  - b. It is appropriate or necessary for the President and Secretary to sign a check drawn on District funds.
4. Have, subject to the advice and control of the Board of Directors, general responsibility for the affairs of the District, and generally discharge all other duties that shall be required of the President by the Bylaws of the District.

B. If at any time, the President is unable to act as President, the Vice Presidents, in the order hereinafter set forth, shall take the President's place and perform the President's duties; and if the Vice Presidents are also unable to act, the Board may appoint someone else to do so, in whom shall be vested, temporarily, all the functions and duties of the office of the President.

## Section 3. Vice-Presidents

A. In the absence of the President or given the inability of the President to serve, the First Vice-President, or in the First Vice-President's absence, the Second Vice-President, shall perform the duties of the President.

B. Perform such reasonable duties as may be required by the members of the Board of Directors or by the President.

Section 4. Secretary

The Secretary shall have the following duties:

- A. To act as Secretary of the District and the Board of Directors.
- B. To be responsible for the proper keeping of the records of all actions, proceedings, and minutes of meetings of the Board of Directors.
- C. To be responsible for the proper recording, and maintaining in a special book or file for such purpose, all ordinances and resolutions of the Board of Directors (other than amendments to these Bylaws) pertaining to policy or administrative matters of the District and its facilities.
- D. To serve, or cause to be served, all notices required either by law or these Bylaws, and in the event of the Secretary's absence, inability, refusal or neglect to do so, such notices may be served by any person so directed by the President or Board of Directors.
- E. To have custody of the seal of this District and the obligation to use it under the direction of the Board of Directors.
- F. To perform such other duties as pertain to the Secretary's office and as are prescribed by the Board of Directors.

Section 5. Treasurer

- A. The Board of Directors shall establish its own treasury and shall appoint a Treasurer charged with the safekeeping and disbursal of the funds in the treasury.
- B. The Board of Directors shall fix the amount of bond to be given by the Treasurer and shall provide for the payment of the premium therefor.
- C. The Treasurer, who may or may not be a member of the Board of Directors, shall be selected by the Board of Directors based upon his or her competence, skill, and expertise.
- D. The Treasurer shall be responsible for the general oversight of the financial affairs of the District, including, but not limited to receiving and depositing all funds accruing to the District, coordinating and overseeing the proper levy and collection of the District's annual parcel tax, performance of all duties incident to the office of Treasurer and such other duties as may be delegated or assigned to him or her by the Board of Directors, provided, however, that the Chief Financial Officer of the District shall implement, and carry out the day to day aspects of the District's financial affairs.
- E. The Treasurer shall maintain active and regular contact with the administrative staff for the purpose of obtaining that information necessary to carry out his or her duties.

## ARTICLE IV

### CHIEF EXECUTIVE OFFICER

#### Section 1. Selection

A. The Board of Directors shall select and employ a hospital administrator who shall hereinafter and hereafter be known as the “Chief Executive Officer” or “CEO.”

B. Any contract entered into by and between the District and the Chief Executive Officer shall not provide for more than 18 months of severance pay upon termination, regardless of cause.

C. The Board of Directors shall select, employ and give the necessary authority to, a competent Chief Executive Officer who shall be responsible for overseeing and directing the day-to-day management and operation of the District. In performing this task, the CEO shall be held responsible for the administration of the District in all its activities and departments, subject only to such policies as may be adopted and such orders as may be issued by the Board of Directors or by any of its committees to which it has delegated power for such action.

#### Section 2. Authority and Duties

The authority and duties of the Chief Executive Officer shall be:

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, control and discharge all employees as are necessary for carrying on the normal functions of the District’s hospitals. Notwithstanding the above, all employees of the District ultimately serve at the pleasure of the Board of Directors.

E. To oversee all physical property of the District and to ensure that it is kept in good repair and operating condition.

F. To supervise all business affairs, such as records of financial transactions, the collection of accounts, and the purchase and issuance of supplies.

G. To ensure that all funds are collected and expended to the best possible advantage.



## CITY OF ALAMEDA HEALTH CARE DISTRICT

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**MEETING DATE:** May 8, 2017  
**TO:** City of Alameda Health Care District, Board of Directors  
**FROM:** Kristen Thorson, District Clerk  
**SUBJECT:** Acceptance of January, February and March 2017 Financial Statements

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### Action

Acceptance of January, February and March 2017 Financial Statements

### Discussion Highlights

The financials show a comparison of Actual (prior fiscal year and YTD) to YTD Budget. 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.

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.

Three (3) months of financial statements are provided. Notes on the most recent month of March, 2017 are listed below.

- Cash at the end of the period of 3/31/16 was \$619,056 down significantly from prior reporting period due to the parcel tax transfer to AHS in February 2017.
- Insurance is over budget for the month due to a policy renewal in March for the Jaber properties.
- Professional Fees are 3% over budget. This category comprises Accounting, Consulting Fees, Legal and Audit fees.
- Other Expense categories remain significantly under budget in large part due to no expenses incurred during the November election. \$110,000 was budgeted. Election expenses will be budgeted for in the FY 18-19 Operating Budget.
- Total Expenses for the 9 months of the fiscal year are \$208,918 out of a budget of \$372,392. This is net of Depreciation and Amortization.

## Balance Sheets

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of <u>6/30/2016</u>	As of <u>3/31/2017</u>
<b>Assets</b>		
<u>Current assets:</u>		
Cash and cash equivalents	\$ 471,592	\$ 619,056
Grant and other receivables	293,921	1,455,500
Prepaid expenses and deposits	19,710	25,568
Total current assets	<u>785,223</u>	<u>2,100,124</u>
Assets limited as to use	328,241	382,040
Capital Assets, net of accumulated depreciation	<u>3,535,723</u>	<u>3,232,405</u>
	4,649,187	5,714,570
Other Assets	14,192	12,512
Total assets	<u>\$ 4,663,380</u>	<u>\$ 5,727,081</u>
 <b>Liabilities and Net Position</b>		
<u>Current liabilities:</u>		
Current maturities of debt borrowings	\$ 28,405	\$ 29,804
Accounts payable and accrued expenses	8,700	11,700
Total current liabilities	<u>37,105</u>	<u>41,504</u>
Debt borrowings net of current maturities	<u>1,003,450</u>	<u>980,778</u>
Total liabilities	<u>1,040,555</u>	<u>1,022,281</u>
 <b>Net position:</b>		
Invested in capital assets, net of related debt	3,535,723	3,232,405
Restricted, by contributors	328,241	382,040
Unrestricted (deficit)	<u>(241,139)</u>	<u>1,090,355</u>
Total net position (deficit)	<u>3,622,825</u>	<u>4,704,800</u>
<b>Total liabilities and net position</b>	<u>\$ 4,663,380</u>	<u>\$ 5,727,081</u>

## Statements of Revenues, Expenses and Changes in Net Position

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	12					
	Budget	Actual	Actual	Budget		
	FYE	YTD	YTD	YTD		
	6/30/2017	6/30/2016	3/31/2017	3/31/2017	Variance	
<b>Revenues and other support</b>						
District Tax Revenues	5,776,366	\$ 5,778,442	\$ 4,367,681	\$ 4,332,275	(35,407)	-1%
Rents	181,452	181,283	139,488	136,089	(3,399)	-2%
Other revenues	-	289,969	10	-	(10)	
Total revenues	5,957,818	6,249,693	4,507,179	4,468,364	(38,816)	
<b>Expenses</b>						
Salaries, wage and benefits	95,000	-	-	71,250	71,250	100%
Professional fees	102,900	82,236	79,380	77,175	(2,205)	-3%
Supplies	4,700	3,960	2,789	3,525	736	21%
Purchased services	3,600	-	2,000	2,700	700	26%
Repairs and maintenance	21,000	12,972	12,139	15,750	3,611	23%
Rents	25,308	24,835	19,077	18,981	(96)	-1%
Insurance	50,000	75,474	42,458	37,500	(4,958)	-13%
Depreciation and amortization	453,300	406,665	304,999	339,975	34,976	
Interest	49,075	50,541	36,837	36,806	(30)	0%
Travel, meeting and conferences	11,000	1,527	260	8,250	7,990	97%
Other expenses	123,500	6,716	6,458	92,625	86,167	93%
Total expenses	939,383	664,925	506,397	704,537	198,140	
Operating gains	5,018,435	5,584,768	4,000,782	3,763,826	(236,956)	-6%
Transfers	(4,978,089)	(5,484,222)	(2,911,287)	(3,733,567)		
Increase in net position	40,346	100,546	1,089,495	30,260		
Net position at <i>beginning of the year</i>	3,637,888	3,537,342	3,637,888	3,637,888		
Net position at the <i>end of the period</i>	\$3,678,234	\$ 3,637,888	\$ 4,727,383	\$ 3,668,147		

## Statements of Cash Flows

### CITY OF ALAMEDA HEALTHCARE DISTRICT

		Actual YTD 6/30/2016	Actual YTD 3/31/2017	Budget YTD 3/31/2017
Increase in net position	\$ 40,346	\$ 100,546	\$ 1,089,495	\$ 30,259
Add Non Cash items				
Depreciation	453,300	406,665	304,999	339,975
<b>Changes in operating assets and liabilities</b>				
Grant and other receivables	-	(2,067)	(1,161,578)	-
Prepaid expenses and deposits	-	68,365	(5,858)	-
Accounts payable and accrued expenses	-	3,047	3,000	-
Net Cash provided(used) by operating activities	493,646	576,555	230,058	370,234
<b>Cash flows from investing activities</b>				
Acquisition of Property Plant and Equipment	(2,500)	(289,966)	0	(1,875)
Changes in assets limited to use	-	(72,937)	(53,800)	-
Net Cash used in investing activities	(2,500)	(362,903)	(53,800)	(1,875)
<b>Cash flows from financing activities</b>				
Principal payments on debt borrowings	(28,405)	(26,940)	(21,274)	(21,304)
Net cash used by financing activities	(28,405)	(26,940)	(21,274)	(21,304)
<b>Net change in cash and cash equivalents</b>	462,741	186,712	154,985	347,055
Cash at the beginning of the year	299,943	299,943	486,654	299,943
Cash at the end of the period	762,683	\$ 486,654	\$ 641,639	\$ 646,998

## Balance Sheets

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of 6/30/2015	As of 6/30/2016	As of 2/28/2017
<b>Assets</b>			
<u>Current assets:</u>			
Cash and cash equivalents	\$ 292,794	\$ 471,592	\$ 637,441
Grant and other receivables	291,854	293,921	970,333
Prepaid expenses and deposits	88,075	19,710	26,167
Total current assets	672,723	785,223	1,633,941
Assets limited as to use	255,304	328,241	376,562
Capital Assets, net of accumulated depreciation	3,650,181	3,535,723	3,266,107
	4,578,208	4,649,187	5,276,610
Other Assets	16,433	14,192	12,699
Total assets	\$ 4,594,641	\$ 4,663,380	\$ 5,289,309
<b>Liabilities and Net Position</b>			
<u>Current liabilities:</u>			
Current maturities of debt borrowings	\$ 26,940	\$ 28,405	\$ 29,804
Accounts payable and accrued expenses	5,653	8,700	10,700
Total current liabilities	32,592	37,105	40,504
Debt borrowings net of current maturities	1,031,855	1,003,450	983,491
Total liabilities	1,064,447	1,040,555	1,023,994
<b>Net position:</b>			
Invested in capital assets, net of related debt	3,650,181	3,535,723	3,266,107
Restricted, by contributors	255,304	328,241	376,562
Unrestricted (deficit)	(375,291)	(241,139)	622,646
Total net position (deficit)	3,530,194	3,622,825	4,265,314
<b>Total liabilities and net position</b>	<b>\$ 4,594,641</b>	<b>\$ 4,663,380</b>	<b>\$ 5,289,309</b>

## Statements of Revenues, Expenses and Changes in Net Position

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2015	Actual YTD 6/30/2016	Actual YTD 2/28/2017	Budget YTD 2/28/2017	Variance	
<b>Revenues and other support</b>						
District Tax Revenues	\$ 5,737,101	\$ 5,778,442	\$ 3,882,514	\$ 3,850,911	(31,604)	-1%
Rents	172,112	181,283	123,737	120,968	(2,769)	-2%
Other revenues	1,990	289,969	9	-	(9)	
Total revenues	5,911,203	6,249,693	4,006,260	3,971,879	(34,382)	
<b>Expenses</b>						
Salaries, wage and benefits	-	-	-	63,333	63,333	100%
Professional fees	116,102	82,236	70,173	68,600	(1,573)	-2%
Supplies	3,906	3,960	2,789	3,133	344	11%
Purchased services	-	-	1,500	2,400	900	38%
Repairs and maintenance	11,113	12,972	11,627	14,000	2,373	17%
Rents	22,150	24,835	16,892	16,872	(20)	0%
Utilities	7,148	7,914	6,524	6,960	436	6%
Insurance	82,516	75,474	36,966	33,333	(3,632)	-11%
Depreciation and amortization	455,541	406,665	271,110	302,200	31,090	
Interest	71,360	50,541	33,093	32,717	(376)	-1%
Travel, meeting and conferences	2,057	1,527	260	7,333	7,074	96%
Other expenses	74,112	6,716	1,552	82,333	80,781	98%
Total expenses	846,006	672,839	452,485	633,215	180,731	
Operating gains	5,065,197	5,576,854	3,553,775	3,338,663	(215,112)	-6%
Transfers	(3,585,725)	(5,484,222)	(2,911,287)	(3,318,726)		
Increase in net position	1,479,472	92,632	642,488	19,937		
Net position at <i>beginning of the year</i>	2,050,722	3,530,194	3,622,825	3,622,825		
Net position at the <i>end of the period</i>	\$ 3,530,194	\$ 3,622,825	\$ 4,265,314	\$ 3,642,763		

## Statements of Cash Flows

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2015	Actual YTD 6/30/2016	Actual YTD 2/28/2017	Budget YTD 2/28/2017
Increase in net position	\$ 1,479,472	\$ 92,632	\$ 642,488	\$ 19,937
Add Non Cash items				
Depreciation	455,541	406,665	271,110	302,200
<b>Changes in operating assets and liabilities</b>				
Grant and other receivables	(571)	(2,067)	(676,411)	-
Prepaid expenses and deposits	(88,075)	68,365	(6,457)	-
Accounts payable and accrued expenses	(111,939)	3,047	2,000	-
Net Cash provided(used) by operating activities	1,734,428	568,641	232,731	322,137
<b>Cash flows from investing activities</b>				
Acquisition of Property Plant and Equipment	(14,481)	(289,966)	(0)	(1,667)
Changes in assets limited to use	68,517	(72,937)	(48,321)	-
Net Cash used in investing activities	54,037	(362,903)	(48,321)	(1,667)
<b>Cash flows from financing activities</b>				
Principal payments on debt borrowings	(1,525,806)	(26,940)	(18,561)	(18,937)
Net cash used by financing activities	(1,525,806)	(26,940)	(18,561)	(18,937)
<b>Net change in cash and cash equivalents</b>	262,658	178,798	165,849	301,534
Cash at the beginning of the year	30,136	292,794	471,592	292,794
Cash at the end of the period	\$ 292,794	\$ 471,592	\$ 637,441	\$ 594,328

## Balance Sheets

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	As of 6/30/2015	As of 6/30/2016	As of 1/31/2017
<b>Assets</b>			
<u>Current assets:</u>			
Cash and cash equivalents	\$ 292,794	\$ 471,592	\$ 3,560,517
Grant and other receivables	291,854	293,921	485,167
Prepaid expenses and deposits	88,075	19,710	31,252
Total current assets	672,723	785,223	4,076,936
Assets limited as to use	255,304	328,241	369,331
Capital Assets, net of accumulated depreciation	3,650,181	3,535,723	3,299,809
	4,578,208	4,649,187	7,746,076
Other Assets	16,433	14,192	12,885
Total assets	\$ 4,594,641	\$ 4,663,380	\$ 7,758,961
<b>Liabilities and Net Position</b>			
<u>Current liabilities:</u>			
Current maturities of debt borrowings	\$ 26,940	\$ 28,405	\$ 29,804
Accounts payable and accrued expenses	5,653	8,700	9,700
Total current liabilities	32,592	37,105	39,504
Debt borrowings net of current maturities	1,031,855	1,003,450	985,793
Total liabilities	1,064,447	1,040,555	1,025,297
<b>Net position:</b>			
Invested in capital assets, net of related debt	3,650,181	3,535,723	3,299,809
Restricted, by contributors	255,304	328,241	369,331
Unrestricted (deficit)	(375,291)	(241,139)	3,064,524
Total net position (deficit)	3,530,194	3,622,825	6,733,664
<b>Total liabilities and net position</b>	<b>\$ 4,594,641</b>	<b>\$ 4,663,380</b>	<b>\$ 7,758,961</b>



## Statements of Revenues, Expenses and Changes in Net Position

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2015	Actual YTD 6/30/2016	Actual YTD 1/31/2017	Budget YTD 1/31/2017	Variance	
<b>Revenues and other support</b>						
District Tax Revenues	\$ 5,737,101	\$ 5,778,442	\$ 3,397,348	\$ 3,369,547	(27,801)	-1%
Rents	172,112	181,283	108,026	105,847	(2,179)	-2%
Other revenues	1,990	289,969	8	-	(8)	
Total revenues	5,911,203	6,249,693	3,505,382	3,475,394	(29,988)	
<b>Expenses</b>						
Salaries, wage and benefits	-	-	-	55,417	55,417	100%
Professional fees	116,102	82,236	59,221	60,025	804	1%
Supplies	3,906	3,960	2,304	2,742	438	16%
Purchased services	-	-	1,500	2,100	600	29%
Repairs and maintenance	11,113	12,972	10,825	12,250	1,425	12%
Rents	22,150	24,835	14,781	14,763	(18)	0%
Utilities	7,148	7,914	6,107	6,090	(17)	0%
Insurance	82,516	75,474	31,881	29,167	(2,714)	-9%
Depreciation and amortization	455,541	406,665	237,221	264,425	27,204	
Interest	71,360	50,541	28,939	28,627	(312)	-1%
Travel, meeting and conferences	2,057	1,527	260	6,417	6,157	96%
Other expenses	74,112	6,716	1,506	72,042	70,535	98%
Total expenses	846,006	672,839	394,543	554,063	159,520	
Operating gains	5,065,197	5,576,854	3,110,838	2,921,330	(189,508)	-6%
Transfers	(3,585,725)	(5,484,222)	-	(2,903,885)		
Increase in net position	1,479,472	92,632	3,110,838	17,445		
Net position at <i>beginning of the year</i>	2,050,722	3,530,194	3,622,825	3,622,825		
Net position at the <i>end of the period</i>	\$ 3,530,194	\$ 3,622,825	\$ 6,733,664	\$ 3,640,271		

## Statements of Cash Flows

### CITY OF ALAMEDA HEALTHCARE DISTRICT

	Actual YTD 6/30/2015	Actual YTD 6/30/2016	Actual YTD 1/31/2017	Budget YTD 1/31/2017
Increase in net position	\$ 1,479,472	\$ 92,632	\$ 3,110,838	\$ 17,445
Add Non Cash items				
Depreciation	455,541	406,665	237,221	264,425
<b>Changes in operating assets and liabilities</b>				
Grant and other receivables	(571)	(2,067)	(191,244)	-
Prepaid expenses and deposits	(88,075)	68,365	(11,542)	-
Accounts payable and accrued expenses	(111,939)	3,047	1,000	-
Net Cash provided(used) by operating activities	1,734,428	568,641	3,146,273	281,870
<b>Cash flows from investing activities</b>				
Acquisition of Property Plant and Equipment	(14,481)	(289,966)	0	(1,458)
Changes in assets limited to use	68,517	(72,937)	(41,090)	-
Net Cash used in investing activities	54,037	(362,903)	(41,090)	(1,458)
<b>Cash flows from financing activities</b>				
Principal payments on debt borrowings	(1,525,806)	(26,940)	(16,258)	(16,570)
Net cash used by financing activities	(1,525,806)	(26,940)	(16,258)	(16,570)
<b>Net change in cash and cash equivalents</b>	262,658	178,798	3,088,925	263,842
Cash at the beginning of the year	30,136	292,794	471,592	292,794
Cash at the end of the period	\$ 292,794	\$ 471,592	\$ 3,560,517	\$ 556,636

## CITY OF ALAMEDA HEALTH CARE DISTRICT

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**MEETING DATE:** May 8, 2017

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

**FROM:** Kristen Thorson, District Clerk

**SUBJECT:** Approval of FY 2014-2015 Parcel Tax True-Up Transfer to Alameda Health System

---

### Action

Recommendation to transfer the \$151,223 for Fiscal Year 2014-2015 as the true up transfer to Alameda Health System.

### Background

The attached document outlines an analysis of fiscal period July 1, 2014 to June 30, 2015 to identify the true up amount(s) available for transfer to Alameda Health System.

Going forward, 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, 2015

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.

	<u>6/30/2015</u>
Actual Property Taxes Received for the period 7/1 to 6/30:	
11/15/2014	727.10
12/1/2014	2,866,601.77
	447.00
4/15/2015	2,577,471.35
8/15/2015	291,854.08
	<hr/>
	5,737,101
Interest income	1,990
Non-Cash Equity adjustments related to capital assets	-
Total District Revenue	<hr/> 5,739,091
Less Non Cash Items	-
<b>Adjusted Revenue</b>	<hr/> 5,739,091
Non-labor cash expenses of the district	758,993
Less depreciation and amortization	(395,577)
<b>Adjusted Expenses</b>	<hr/> 363,416
Capital Outlays of the District	14,481
Principal Payment on Mortgage	25,808
<b>Subtotal Adjusted Outlays</b>	<hr/> 403,705
Sub total Funds Available to Transfer (Revenues less Expenses)	<hr/> <hr/> 5,335,386
Debt payment	(1,598,438)
Actual Transfers for the period	
1/15/2015	(1,268,163.77)
4/15/2015	(2,317,561.53)
	<hr/>
	(3,585,725)
Sub total outlays and transfers	<hr/> <hr/> (5,184,163)
Residual balance due to JPA (from JPA)	<hr/> <hr/> 151,223

## CITY OF ALAMEDA HEALTH CARE DISTRICT

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**MEETING DATE:** May 8, 2017

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

**FROM:** Kristen Thorson, District Clerk

**SUBJECT:** Approval of April 2017 Parcel Tax Installment Transfer to Alameda Health System

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### Action

Recommendation to transfer \$2,484,448.76 from the April 2017 parcel tax installment to Alameda Health System via wire transfer.

### Background

The April 2017 remittance of the parcel tax was received on April 17, 2016 in the amount of \$2,615,209.22. In consultation with the District's financial consultant, 5% will be held back to fund District operating expenses for the upcoming fiscal year and until the next installments are received.

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  
DRAFT FY 2017-2018 Operating Budget

	Budget FYE 6/30/2017	Budget FYE 6/30/2018	Variance from 6/30/2017
<b>Revenue</b>			
District Tax Revenues	5,876,262	5,957,020	80,758
County Commission (1.7%)	(99,896)	(101,269)	(1,373)
Other revenues	-	-	-
<b>Total Revenues</b>	<b>5,776,366</b>	<b>5,855,751</b>	<b>79,385</b>
<b>Expense</b>			
<b>Salaries, wage and benefits</b>	<b>170,000</b>	<b>170,000</b>	<b>-</b>
0.5 FTE Executive Director	95,000	95,000	-
1.0 FTE Clerk / Administrative Support	75,000	75,000	-
<b>Professional fees</b>	<b>92,900</b>	<b>100,500</b>	<b>12,000</b>
Accounting	12,000	15,000	3,000
Consultant Fees	25,400	25,000	(400)
Legal Fees	45,000	50,000	5,000
Annual Independent Audit	10,500	10,500	-
<b>Supplies</b>	<b>6,200</b>	<b>7,000</b>	<b>800</b>
Office Expenses	4,000	4,000	-
Food/Meals	2,200	3,000	-
<b>Purchased services</b>	<b>3,600</b>	<b>4,500</b>	<b>900</b>
Video / Meetings	3,600	4,500	-
<b>Repairs and maintenance</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
Maintenance	1,000	1,000	-
<b>Rents</b>	<b>25,308</b>	<b>26,500</b>	<b>1,192</b>
Lease Expense Building	25,308	26,500	1,192
Lease Expense Equipment	-	-	-
<b>Utilities</b>	<b>1,440</b>	<b>1,140</b>	<b>(1,060)</b>
Utilities, Phones, Internet	1,440	1,140	-
<b>Insurance</b>	<b>49,000</b>	<b>41,775</b>	<b>(7,225)</b>
Crime (ACIP)	-	1,275	-
D&O (SLIP)	23,000	15,500	-
Property (HARPP)	26,000	25,000	-
<b>Depreciation and amortization</b>	<b>453,300</b>	<b>367,024</b>	<b>(86,276)</b>
Building	-	351,197	-
Equipment	-	15,827	-
<b>Interest</b>	<b>49,075</b>	<b>47,676</b>	<b>(1,399)</b>
Interest Expense	49,075	47,676	-
<b>Travel, meeting and conferences</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>
Travel	1,000	1,000	-
Education & Conferences	10,000	10,000	-
<b>Other Expenses</b>	<b>123,500</b>	<b>15,500</b>	<b>110,500</b>
Election Year Expenses	110,000	-	(110,000)
Dues & Subscriptions	5,000	5,000	-
Other Misc Operating Expense	2,000	2,000	-
Board Stipend	4,000	5,000	1,000
District Marketing, Promotions	2,500	2,500	-
Licenses and Taxes	-	1,000	1,000
<b>Total Expenses</b>	<b>986,323</b>	<b>793,615</b>	<b>29,432</b>
<b>Investing &amp; Financing Activities</b>			
Depreciation	(453,300)	(367,024)	86,276
Principal on Note	28,405	29,804	1,399
<b>Total Revenue Sources</b>	<b>5,776,366</b>	<b>5,855,751</b>	<b>79,385</b>
<b>Minus Total District Uses</b>	<b>561,428</b>	<b>456,395</b>	<b>(105,033)</b>
<b>Available Balance to Transfer to Alameda Health System</b>	<b>5,214,937</b>	<b>5,399,355</b>	<b>184,418</b>

City of Alameda health Care District  
DRAFT FY 2017-2018 Operating Budget

	Budget FYE 6/30/2017	Budget FYE 6/30/2018	Notes
<b>Revenue</b>			
District Tax Revenues	5,876,262	5,957,020	
County Commission (1.7%)	(99,896)	(101,269)	
Other revenues			
<b>Total Revenues</b>	<b>5,776,366</b>	<b>5,855,751</b>	
<b>Expense</b>			
Salaries, wage and benefits	170,000	170,000	depending on "employment" structure, may be reclassified under pro fees.
0.5 FTE	95,000	95,000	0.5 FTE Exec. Director (95K, contractor or Mgmt agreement)
1.0 FTE Clerk	75,000	75,000	1.0 FTE Clerk (75K/base hourly rate \$25-\$30 + agency fees, i.e. Robert Half)
Professional fees	92,900	100,500	
Accounting	12,000	15,000	
Consultant Fees	25,400	25,000	
Legal Fees	45,000	50,000	Increase in the number of meetings and potential for increased use as AHS/District discuss Seismic/2030
Annual Independent Audit	10,500	10,500	
Supplies	6,200	7,000	
Office Expenses	4,000	4,000	Includes minor office equipment, improvements, office supplies (non capital).
Food/Meals	2,200	3,000	Additional meetings of the Board
Purchased services	3,600	4,500	
Video / Meetings	3,600	4,500	Increased number of meetings to 10 over prior year
Repairs and maintenance	1,000	1,000	
Maintenance (District)	1,000	1,000	
Rents	25,308	26,500	
Lease Expense Building	25,308	26,500	Factors annual CPI Increase for lease at 888 Willow
Lease Expense Equipment	-	-	
Utilities	1,440	1,140	
Utilities, Phones, Internet	1,440	1,140	Electricity at 888 Willow (\$25/month), Internet service with phone service (\$70/month)
Insurance	49,000	41,775	
Crime (ACIP)		1,275	Change in carrier in FY17, calculated 5% market increase
D&O (SLIP)	23,000	15,500	Change in carrier in FY17, calculated 5% market increase
Property (HARPP)	26,000	25,000	Premium for FY17 was \$23.6K, calculated 5% market increase
Depreciation and amortization	453,300	367,024	
Building	-	351,197	
Equipment	-	15,827	
Interest	49,075	47,676	
Interest Expense	49,075	47,676	Per loan amortization schedule
Travel, meeting and conferences	11,000	11,000	
Travel	1,000	1,000	Mileage for travel to educational conferences
Education & Conferences	10,000	10,000	
Other Expenses	123,500	15,500	
Election Year Expenses	110,000	-	Election expense will be budgeted in FY18-19
Dues & Subscriptions	5,000	5,000	
Other Misc Operating Expense	2,000	2,000	
Board Stipend	4,000	5,000	Increase in number of meetings (10/year, \$100/meeting, 5 Members)
District Marketing, Promotions	2,500	2,500	Includes but not limited to annual contribution to 4th of July Parade entry and Chamber State of the City Address
Licenses and Taxes	-	1,000	6 Regular meetings, 2 special meetings, \$100/meeting/Board member
<b>Total Expenses</b>	<b>986,323</b>	<b>793,615</b>	
<b>Investing and Financing Activities</b>			
Depreciation	(453,300)	(367,024)	District will not fund actual depreciation
Principal on Note	28,405	29,804	Per loan amortization schedule
<b>Total District Uses</b>	<b>561,428</b>	<b>456,395</b>	

City of Alameda health Care District  
DRAFT FY 2017-2018  
Jaber Operating Budget

		Budget FYE 6/30/2018
		<u>                    </u>
Revenue		
Rents	\$	195,283
Other Revenues	\$	1,772
Total Revenues	\$	<u>197,054</u>
Expense		
Repairs and Maintenance	\$	16,000
Maintenance	\$	16,000
Utilities	\$	9,500
Utilities	\$	9,500
Insurance	\$	5,000
General/Excess Liability (Jaber)	\$	5,000
Depreciation and amortization	\$	37,400
Building	\$	37,400
Other Expenses	\$	20,120
Mngt Fee	\$	9,620
Landscaping	\$	5,250
Cleaning, Inspection, Repairs	\$	2,625
Other	\$	3,085
Total Expenses	\$	<u>88,020</u>
Net Revenues over Expenses	\$	109,034



CITY OF ALAMEDA HEALTH CARE DISTRICT

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RESOLUTION NO.2017-1

BOARD OF DIRECTORS, CITY OF ALAMEDA HEALTH CARE DISTRICT

STATE OF CALIFORNIA

\* \* \*

LEVYING THE CITY OF ALAMEDA HEALTH CARE DISTRICT

PARCEL TAX FOR THE FISCAL YEAR 2017-2018

WHEREAS, the Alameda County Local Agency Formation Commission ("LAFCo") resolved on January 10, 2002 to present a ballot measure to the registered voters of the City of Alameda which, if approved, would authorize the formation of the new health care district within the boundaries of the City of Alameda and authorize the District to levy a parcel tax of up to \$298.00 on each parcel and possessory interest within the proposed district; and

WHEREAS, on April 9, 2002, over two-thirds of the registered voters of the City of Alameda, who voted that day, voted in favor of creating a health care district authorized to tax each parcel and possessory interest within the district's boundaries in an amount up to \$298.00 per year in order to defray ongoing hospital general operating expenses and capital improvement expenses; and

WHEREAS, the City of Alameda Health Care District (the "District") was formally organized and began its existence on July 1, 2002; and

WHEREAS, on November 26, 2013, Alameda Health System ("AHS") and the District executed a Joint Powers Agreement ("Agreement") pursuant to (i) Chapter 5 (beginning with Section 6500) of Division 7 of Title 1 of the Government Code, authorizing local public entities, including healthcare districts and counties, to exercise their common powers through joint powers agreements, and (ii) Section 14000.2 of the California Welfare and Institutions Code, authorizing the integration of county hospitals with other hospitals into a system of community service; and

WHEREAS, AHS, a public hospital authority created by the Alameda County Board of Supervisors, pursuant to Section 101850 of the California Health and Safety Code, obtained possession, use and control of Alameda Hospital ("Hospital") from the City of Alameda Health Care District ("District"), a California health care district organized under the California Local Health District Law, California Health and Safety Code 32000 et seq. effective May 1, 2014 pursuant to the Agreement; and

WHEREAS, pursuant to the Agreement the District agreed to fulfill its mission to serve the health needs of the Alameda City Community by using the parcel tax proceeds to finance the capital needs of Alameda Hospital and the continued operation of its hospital and other health related services; and

WHEREAS, without the levy of a parcel and possessory interest tax in the amount of \$298.00, the District's revenue will be insufficient to allow the provision of continued local access to emergency room care, acute hospital care and other important services to protect and promote safety and health of District residents; and

WHEREAS, the District is authorized under Section 53730.01 of the California Government Code to impose special taxes on all real property within its boundaries.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the District that the District hereby levies an annual tax on every parcel and possessory interest within the District's boundaries in the amount of Two Hundred Ninety-Eight Dollars (\$298.00) per year (the "Parcel Tax") in order to defray ongoing hospital general operating expenses and capital improvement expenses; provided, however, that parcels or possessory interests that have an assessed value (real property and improvements combined) of less than \$30,000 shall be automatically exempt from the Parcel Tax.

PASSED AND ADOPTED on May 8, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENTMENTATION:**

**ABSENT:**

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

## CITY OF ALAMEDA HEALTH CARE DISTRICT

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**MEETING DATE:** May 8, 2017

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

**FROM:** Kristen Thorson, District Clerk

**SUBJECT:** Authorization to Execute Certification and Mutual Indemnification Agreement

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### **RECOMMENDATION:**

It is recommended that the District Board authorize District Legal Counsel to execute the annual Certification and Mutual Indemnification Agreement between the City of Alameda Health Care District and County of Alameda.

At the time of publication and posting of the open session packet, the agreement had not yet been received. Upon receipt of the documents, legal counsel will sign on behalf of the District. If it is determined by legal counsel that there are significant changes to the Agreement, the agreement will come back to the Board for approval at the June 5, 2017 meeting.

### **BACKGROUND:**

Each year the District Board approves and authorizes the District's Legal Counsel to execute the Certification and Mutual Indemnification Agreement from Alameda County Auditor-Controller Agency (attached). This agreement needs to be executed and returned to the Office of Auditor-Controller by the second week of August, 2016. The language is standard and has not significantly changed since 2002.

In 2002, both hospital counsel at the time of the Asset Transfer (Hansen Bridgett) and County Counsel confirmed that the District's Special Assessment does meet the requirements of Proposition 218, which is an updated version of Proposition 13, and that this matter had been thoroughly researched during the due diligence process before Measure A was placed on the April 2002 ballot.



**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**STEVE MANNING**  
AUDITOR-CONTROLLER/CLERK-RECORDER

June 3, 2016

CITY OF ALAMEDA HEALTH CARE DISTRICT  
2070 Clinton Avenue  
Alameda, CA 94501  
ATTN: Kristen Thorson, District Clerk

**CERTIFICATION OF TAXES, ASSESSMENTS & FEES**

The collection of the Cities, Special Districts and Schools' special taxes, assessments and fees on the Secured Tax Roll requires a Certification and Mutual Indemnification Agreement with the County.

Please have the appropriate individual sign the enclosed agreements and return the three originals to my attention, at the Office of Auditor-Controller, 1221 Oak Street, Room 249, Oakland, CA 94612. Our office will request the Board of Supervisors to sign the agreements and mail an executed original agreement to you in early October.

Please return your signed certification statements no later than **August 10th**. It is important to note that no assessments can be processed without the certification statements.

If you have any questions, please call me at (510) 272-6557.

Sincerely,

Trina M. Caballero, Principal Auditor  
Tax Analysis

**Central Collections Division**  
1221 Oak St., Rm. 220  
Oakland, CA 94612  
Tel: (510) 208-9900  
Fax: (510) 208-9932

**Office of the Auditor-Controller**  
Melissa Wilk, Chief Deputy Auditor  
1221 Oak St., Rm. 249  
Oakland, CA 94612  
Tel: (510) 272-6565  
Fax: (510) 272-6502

**Clerk-Recorder's Office**  
1106 Madison St., 1st Floor  
Oakland, CA 94607  
Tel: (510) 272-6362  
Fax: (510) 208-9858

**Certification and Mutual Indemnification Agreement**

The CITY OF ALAMEDA HEALTH CARE DISTRICT (hereafter referred to as public agency), by and through its Attorney, hereby certifies that to its best current understanding of the law, the taxes, assessments and fees placed on the 2016/17 Secured Property Tax bill by the public agency met the requirements of Proposition 218 that added Articles XIIC and XIID to the State Constitution.

Therefore, for those taxes, assessments and fees which are subject to Proposition 218 and which are challenged in any legal proceeding on the basis that the public agency has failed to comply with the requirements of Proposition 218; the public agency agrees to defend, indemnify and hold harmless the County of Alameda, its Board of Supervisors, its Auditor-Controller/Clerk-Recorder, its officers and employees.

The public agency will pay any final judgment imposed upon the County of Alameda as a result of any act or omission on the part of the public agency in failing to comply with the requirements of Proposition 218.

The County of Alameda, by and through its duly authorized agent, hereby agrees to defend, indemnify and hold harmless the public agency, its employees, agents and elected officials from any and all actions, causes of actions, losses, liens, damages, costs and expenses resulting from the sole negligence of the County of Alameda in assessing, distributing or collecting taxes, assessments and fees on behalf of the public agency.

If a tax, assessment or fee is challenged under Proposition 218 and the proceeds are shared by both the public agency and the County of Alameda; then the parties hereby agree that their proportional share of any liability or judgment shall be equal to their proportional share of the proceeds from the tax, assessment or fee.


The above terms are accepted by the public agency and I further certify that I am authorized to sign this agreement and bind the public agency to its terms.

CITY OF ALAMEDA HEALTH CARE DISTRICT

COUNTY OF ALAMEDA

Dated: 6/28/16

Dated: \_\_\_\_\_

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Thomas H. Driscoll  
(Print Name)

\_\_\_\_\_  
(Print Name)

Counsel  
(Print Title)

President of the Board of Supervisors of  
of Alameda County, California  
\_\_\_\_\_  
(Print Title)

Approved as to form:  
  
\_\_\_\_\_  
Farand C. Kan,  
Deputy County Counsel

## CITY OF ALAMEDA HEALTH CARE DISTRICT

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**MEETING DATE:** May 8, 2017

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

**FROM:** Kristen Thorson, District Clerk

**SUBJECT:** Authority to Vote at of the Alameda County Chapter of the California Special District Association (CSDA)

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### Action

Authorize Board President and/or designee to vote on action items at meetings of the Alameda County Chapter of the California Special District Association (CSDA).

### Background

The District is a member of the Alameda County Chapter of the California Special District Association (CSDA). The Board President and/or designee that are able to attend the meeting would be authorized to vote on any actionable agenda items.

The next meeting will be held on Wednesday, May 10, 2017 at the East bay Regional Park District in Oakland. Director Williams has informed me that he is able to attend the meeting this month.

### Background on CSDA and Local chapters

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

For over 40 years, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,000 organizations throughout California. They are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare and community services districts.

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special districts management and operational effectiveness.

Local Chapters are groups of special districts formed to create local networks of special district leaders. Chapter functions and meeting schedules vary by location with some

## CITY OF ALAMEDA HEALTH CARE DISTRICT

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meeting only annually to elect LAFCo representatives and some meeting as often as monthly to transact business, share ideas, and engage in educational opportunities.

There are seventeen special districts serving Alameda County:

- Alameda-Contra Costa Transit District
- Alameda County Mosquito Abatement District
- Alameda County Resource Conservation District
- Alameda County Water District
- Castro Valley Sanitary District
- City of Alameda Health Care District
- Dublin San Ramon Services District
- East Bay Municipal Utilities District
- East Bay Regional Park District
- Eden Township Health Care District
- Fairview Fire Protection District
- Hayward Area Recreation & Park District
- Livermore Area Recreation & Park District
- Oro Loma Sanitary District
- Union Sanitary District
- Washington Township Health Care District
- Zone 7 Water Agency

**Associate Members:**

- Alameda County LAFCO
- Alameda County Public Works Department
- Alameda County Vector Control Services District
- StopWaste.org

**CITY OF ALAMEDA HEALTH CARE DISTRICT**

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**MEETING DATE:** May 8, 2017

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

**FROM:** Kristen Thorson, District Clerk

**SUBJECT:** Review and Discussion of Executive Director Search and District Staffing including Decision on Next Steps

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The following information was provided to the Board at the October, 2016 meeting. I am providing the information to the Board for discussion at the May 8, 2017.

As a follow-up item to a discussion at the August 6, 2016 District Board meeting, Director Meyers requested a summary of decision points and agreed upon timeline for an agenda item and discussion.

The attached detailed summary & timeline below represents the specific actions and discussion that have take place since January 2015, relating to the Vision 2015 work and district staffing (Executive Director and District Clerk).

Below is the timeline agreed upon for selection and hiring of district staff.

Acceptance of Timeline for Executive Director: 11/9/15		
	Date	Status
Approve the draft ED Job Description	Draft presented at 11/9/15 Meeting	Not approved
Board President to Select Search Committee to Oversee Executive Hiring Firm Process	4/11/16, engage HFS to assist in ED Search	√
Make Job Description changes as needed		Not Complete
Complete search process in February – with identification of at least two finalist for full board interview process.		Not Complete
Special Board Meeting in February for final interview of candidates and board vote		Not Complete
Hire a new Executive Director by March 2016		Not Complete

Acceptance of Timeline for Hiring Administrative Associate (District Clerk): 11/9/15		
	Date	Status
Approve Job Description	Draft presented at 11/9/15 Meeting	Not approved
Board President to Select Search/Hiring Committee after Executive Director is in Place		Not Complete



Make Job Description changes as needed		Not Complete
Hire a Full-time Clerk by July 2015		Not Complete

For Fiscal Year 2016-2017 Operating Budget funding for 2 positions, approved 6/6/16:

Salaries, wage and benefits	170,000	0.5 FTE Exec. Director (95K) 1.0 FTE Clerk (75K/base hourly rate \$25-\$30 + agency fees, i.e. Robert Half)
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Time line of decision points and discussion relating to Vision 2015 ad hoc committee and District Staffing (Executive Director and Administrative Associate).

DATE	Agenda Item	FORMAL ACTION	Detail	Footnote
1/12/15	President's Report	NO ACTION	Announcement by President McCormick of a formation of Subcommittee, Director Meyers and Director Sáenz Duke asked to be on the committee	1
2/2/15	Subcommittee Update	NO ACTION	Reference Footnote	2
3/2/15	Subcommittee Update	NO ACTION		3
	Closed Session	Public Employee Performance Evaluation Title: District Clerk	Closed Session Minutes	N/A
4/13/15	Subcommittee Update	NO ACTION		4
6/1/15	Vision 2015 Report/Update	NO ACTION	Power Point Presentation that included the following section <ul style="list-style-type: none"> <li>• Vision 2015 Charter</li> <li>• Research Conducted</li> <li>• Findings from Research</li> <li>• Recommendations</li> <li>• Budget</li> <li>• Proposal for Discussion and Vote</li> </ul>	5
	Approval of FY 2015-2016 Operating Budget	Director Jensen moved adoption of the budget as presented which included Option 1. Director Saenz Duke seconded the motion. After no further discussion the motion carried.  <b>Option 1:</b> <ul style="list-style-type: none"> <li>• District Budget to fund an Executive Director at .5 FTE under:                             <ul style="list-style-type: none"> <li>○ reasonable District operating expenses language (JPA 2.2)</li> <li>○ hospital general operating expenses</li> </ul> </li> </ul>	Reviewed FY 15-16 budget and option 1 that was included in the Vision 2015 Report presentation.	

DATE	Agenda Item	FORMAL ACTION	Detail	Footnote
		<p>language (Measure A)</p> <ul style="list-style-type: none"> <li>AHS to fully fund the District Clerk at 1.0 FTE</li> </ul>		
8/3/15	President's Report	No Action	He asked the Vision 2015 Committee for a final report with a type of marketing or business plan as a stepping off point and moving forward with the He requested the report be presented at the October meeting.	6
	Vision 2015 Report	No Action		
9/14/15	Approval of Parcel Tax Budget	<p>Director Jensen made a motion to revise the budget changing the District budget to \$531,130, eliminate the District Clerk 1.0 FTE line item, leaving the total uses of the parcel tax at \$5,830,966.</p> <p>After the motion there was discussion noting that Mr. Cox proposed moving the \$130,000 to Facilities Projects.</p> <p>Director Jensen revised her motion to increase Facilities Projects to \$3.0 M and eliminate the line item, District Clerk 1.0 FTE leaving the total uses of the parcel tax at \$5,830,966.</p> <p>Director Saenz Duke seconded the motion.</p>		7
10/26/15	Discussion on Next Steps for Recruitment of Support Personnel for District Operations	NO ACTION	Director Jensen suggested that an ad hoc hiring committee be identified to determine the process. Director Deutsch noted that there was a consensus to have recommendations (relating to the Vision 2015 work) on the agenda for discussion at the November 9 meeting.	8
11/9/15	Acceptance of the Vision 2015 Report and Recommendations	<p>Three (3) actions were taken based on the recommendations in the Report.</p> <ol style="list-style-type: none"> <li>Adoption of Mission Statement</li> <li>Acceptance of timeline for recruitment of District staff</li> <li>Acceptance of Report with no further</li> </ol>	<p>Timeline as noted in the presentation</p> <p>Executive Director</p> <ul style="list-style-type: none"> <li>Approve the draft ED Job Description</li> <li>Board President to Select Search Committee</li> </ul>	9

DATE	Agenda Item	FORMAL ACTION	Detail	Footnote
		<p>action.</p> <p>After discussion involving all directors, Director Williams moved and Director Sáenz Duke seconded to adopt the Vision 2015 Report’s mission statement by revising bullets #2 and #4 on page 50 of the packet as follows:</p> <ul style="list-style-type: none"> <li>• “Collect, disburse, review and oversee educate the community on use of parcel taxes collected under the authority of the District.”</li> <li>• “And, to do any and all other acts and things necessary to carry out the provision of these Bylaws and the Local Health Care District Law.”</li> </ul>	<p>to Oversee Executive Hiring Firm Process</p> <ul style="list-style-type: none"> <li>○ Make Job Description changes as needed</li> <li>○ Complete search process in February – with identification of at least two finalist for full board interview process.</li> <li>○ Special Board Meeting in February for final interview of candidates and board vote</li> <li>○ Hire a new Executive Director by March 2016</li> <li>○ Approve the draft ED Job Description</li> </ul> <p>District Clerk / Administrative Associate</p> <ul style="list-style-type: none"> <li>○ Approve Job Description</li> <li>○ Board President to Select Search/Hiring Committee after Executive Director is in Place <ul style="list-style-type: none"> <li>○ Make Job Description changes as needed</li> </ul> </li> <li>○ Hire a Full-time Clerk by July 2015</li> </ul>	
11/9/15		<p>Director Meyers moved and Director Sáenz Duke seconded to accept the process as written on pages 53-54 with the provision that any expenditure of funds or engagement of executive search firm for hiring an Executive Director and District Clerk/ Associate Assistant would require an action made by the Board in open session.</p> <p>The motion carried with 4-1 (Jensen).</p>		
11/9/15		<p>Director Jensen moved and Director Williams seconded to accept the Vision 2015 Final Report with no further action on any further recommendations in the report. Motion approved</p>		

DATE	Agenda Item	FORMAL ACTION	Detail	Footnote
		unanimously.		
1/18/16	Review, Discussion and Approval of Bylaws Revisions	Director Jensen moved and Director Sáenz Duke seconded to adopt the revisions to the bylaws with changes noted in the minutes. The motion carried.	Included addition of new liaison positions (Community Health Liaison and Alameda Hospital Liaison) relating to recommendations from Vision 2015 work and language pertaining to Executive Director.	10
2/8/16	Selection of Executive Director Search Committee and Review of Proposed Charter	The Board agreed to appoint Director Sáenz Duke and Director Williams to the ad hoc committee for the Executive Director Search Committee.		11
4/11/16	Executive Director Search Update and Consulting Recommendation	Director Jensen made a motion to enter into a consulting agreement with HFS for a limited scope as outlined in the proposal as a cost of not to exceed \$5,200 and Director Meyers seconded. The motion carried.	<p>Scope included:</p> <ol style="list-style-type: none"> <li>1. An initial meeting with the Search Committee to gather information regarding CAHCD's current and prospective environment and to determine key responsibilities and goals of the Executive Director</li> <li>2. Attend and facilitate a town hall style public meeting to allow the Board to solicit feedback from the public/residents of Alameda</li> <li>3. Attend and facilitate a final public District Board meeting where the members of the Board, following steps 1 and 2, can discuss and decide on the decision for the most effective leadership models and initial input on key characteristics and skill set for the new executive leadership</li> <li>4. Other tasks may include interviewing key stakeholders, members of the community, facilitate an e-platform for the public to address ideas, concerns and suggestions in a confidential setting and other tasks as deemed necessary</li> </ol>	12

DATE	Agenda Item	FORMAL ACTION	Detail	Footnote
6/6/16	Executive Director (ED) Search Update	NO ACTION		13
	Review and Approval of Fiscal Year 2016-2017 Operating Budget	Director Deutsch made a motion to approve the Fiscal Year 2016-2017 District Operating Budget as presented and Director Meyers seconded. The motion carried.	Included funding (\$170,000) for Executive Director and Administrative Associate (District Clerk) in FY 2016-2017 Operating Budget	
8/1/16	President's Report	NO ACTION	.	14

<sup>1</sup>**January 12, 2015 Minutes**– He (President McCormick) also announced the formation of a sub-committee to study and report on the direction, purpose and scope the Board of Directors should pursue post-affiliation. Director Meyers and Director Sáenz Duke have been asked to head up this committee and have agreed to work on this project.

<sup>2</sup>**February 2, 2015 Minutes** –Subcommittee Update. Director Sáenz Duke outlined the work that she and Director Meyers had been working on as part of the subcommittee that was formed at the January 12<sup>th</sup> meeting to look at the role and scope of the District post affiliation. She noted that the proposed name of for the subcommittee was “Vision 2015” and read the proposed charter as follows; To study and report on the direction, purpose and scope of work the Board of Directors should pursue as we adjust to significantly different primary responsibilities and opportunities for our Board activities”. She noted that the Board’s “vision” work complements the responsibility to stay informed about and interactive with AHS as it operates the District’s health facilities and spends the District tax funds. The Vision 2015 would focus less on oversight of Alameda Health System issues and more on our District’s role in assessing and advocating for our community’s health and well-being. These complementary responsibilities are in the spirit of California H&S Code Section 32121.9.

Director Sáenz Duke reviewed some of the specific actions that have begun or will be discussed such as gathering written information on other Healthcare Districts not operating hospitals, talking with relevant people, and looking for synergies with our District stakeholders’ (including AHS, Alameda County, and City of Alameda) goals relating to health.

Director McCormick noted that the Board should not lose sight over the oversight of the parcel tax. He referenced a idea from Director Sáenz Duke about the format of future meetings and alternating AHS updates and new District activities.

Director Meyers discussed exploring an information scan, performed by a outside contractor, that would look at other healthcare district that do not operate hospitals and what they do to glean ideas on what the District may decide to do. He thought that such work would entail approximately 80 hours of work for \$10,000-12,000.

Director Deutsch suggested that the District ask other District’s to come and speak with our District for a nominal fee instead of paying a consultant. Director Meyers agreed with Dr. Deutsch that there would be great value in having other District’s come speak to our District.

There was continued discussion on the subcommittee work and proposed activities including looking more in depth at the Association of California Healthcare Districts (ACHD) and membership opportunities, continued research on other similar districts, reviewing the role and duties of the District Clerk and how that informs the Vision 2015 work. There was discussion on the Brown Act and guideline on how to gather information from other Board members without violating the Brown Act. The Board requested an overview of ACHD and membership opportunities.

Director Jensen stated that she agreed with the direction of the subcommittee. She agreed that there should be resources allocated to this work and that we should look at community partnerships as outlined by Director Sáenz Duke.

There was a discussion on support for activities of the vision work. The board requested a job description and normal role of a clerk to inform the Board and to guide the vision 2015 work.

<sup>3</sup>**March 2, 2015 Minutes**– Vision 2015 Report. Director Meyers reported that he and Director Duke met with Alameda Hospital Foundation President Terrie Kurrasch and Executive Director Louise Nakada how to the District and Foundation could complement each other. He and Director Duke continue to learn more about other districts and specifically community based districts through their Vision 2015 work. He encouraged those in the room and in the community to let

them know what the District can do for you. Director Duke encouraged President McCormick to bring up the Vision 2015 at LOWV Forum in March and ask for input.

<sup>4</sup>**April 13, 2015 Minutes.** Vision 2015 Report. Director Duke provided an update on the Vision 2015 work and summary of conversations with two CEO's of local healthcare districts with similarities to COAHCD. They spoke with Sequoia Healthcare District and Petaluma Healthcare District. She noted that a final report would be presented at the next board meeting.

<sup>5</sup>**June 1, 2015 Minutes–** Vision 2015 Report & Approval of FY 2015-2016 Operating Budget. Director Meyers thanks Director Saenz Duke for working with him on the Vision 2015. He and Director Saenz Duke reviewed the presentation that was included in the packet on pages 89-116. The presentation outlined the Vision 2015 charter, research conducted, findings from research, recommendation budget and proposal for discussion and vote. They reported their findings of what the District could do, guided by the JPA and local health care district law, and how we could do it and topics of possible priority. Reference presentation.

Director Meyers outlined the minimum amount of staffing required to move forward with the areas identified on pages 112-115 of the presentation. Two options were presented as listed below.

**Option 1:**

- District Budget to fund an Executive Director at .5 FTE under:
  - reasonable District operating expenses language (JPA 2.2)
  - hospital general operating expenses language (Measure A)
- AHS to fully fund the District Clerk at 1.0 FTE

**Option 2:**

- AHS to fund an Executive Director at .5 FTE under:
  - AHS shall make available support personnel required for conduct of District business (JPA 4.1.g)
- AHS to fully fund the District Clerk at 1.0 FTE (JPA 4.1.g)

Director Meyers stated that he has presented an operating budget that includes Option 1. Director Jensen agreed that the District should be thoughtful and proactive to fulfill the authority in the future. Director Jensen stated that many of these things, prior to the affiliation, were conducted by hospital staff. She continued to state that AHS and hospital staff continue to do these activities. She noted that the outreach may not be strategic in the approach and specific to Alameda. President McCormick noted that he liked the presentation and that this was a wonderful first step for the work that has been done.

Director Meyers directed the Board back to page 69 for the operating budget. He noted that the budget has dropped 35% over prior year's budget with the inclusion of the 0.5 FTE Executive Director. Director Meyers noted that the approval of the budget was on the table for approval. He inquired about the process of approval of the budget by AHS and then the approval of the parcel tax plan by AHS and the order of such approvals. If the Board approves the budget as presented, the Board has approved Option 1.

After the motion was made Director Deutsch commented that the savings in the budget may be a stretch if the FY 214-2015 budget was in a sense created with little experience as to what would happen in the first year post affiliation. With the executive director position, he did not know what the 0.5 FTE would involve.



He expressed that it was difficult to sort out the potential overlaps with what AHS and the hospital continue to do and what the District may do. If the approval of the budget is necessary to continue the dialogue of the vision, he would support it.

Director Jensen commented that the 0.5 FTE Executive Director was a good place to start. She felt a need for the District to be more involved and proactive in the community separate from AHS. Director Deutsch noted the premise and campaign that the parcel tax was to support the operations of an acute care hospital and emergency services. He stated that he understood that the mission of hospital's can change and it has changed over the years. He continued to say that there was a risk or concern from the community for taking on direct responsibilities as opposed to facilitating forums between organizations. While he had concerns about mission creep, he would support Option 1.

Director Meyers noted that the majority of their discussion in developing this report was focused on Measure A.

Ms. Edwards, Chief Strategy Officer commented that adding the FTE is one thing and then adding the resources to effectuate change, additional resources will be needed. The District will need resources to equitably contribute to some of the ideas proposed or to support those activities already done by the System and Hospital. She expressed that she agreed with the proposed mission and vision that was presented.

Director Meyers did include some funding in the budget (education and consulting) to partially support pursuit of the vision work as the District moves forward.

<sup>6</sup>**August 3, 2015 Minutes – Vision 2015 Update.** Director Sáenz Duke and Director Meyers presented to the Alameda Hospital Foundation that was very well received. They also have an invitation to present at Rotary. They planned a meeting with David Cox to discuss and answer questions he may have about the budget that was passed.

Petaluma Health Care District is scheduled to present at the October 5 meeting and asked the Board for ideas or comments on content or questions for them to contact her or Ms. Thorson.

Director Sáenz Duke thought it would be good idea to discuss communication outside of the Brown Act as a Board and to have guidelines for the Board to follow and assist in their role on the Board.

She commented on the recent revisions to the bylaws and the need to review as the Board moves forward with hiring an executive director.

Director Deutsch commended Director Sáenz Duke and Director Meyers for the work they have done.

Director Meyers informed the Board that he had a meeting with David Cox, CFO and Mark Fratzke, COO about the Vision 2015, budget approval and additional FTE's and opportunities for the District going forward as a community based district and the potential vision 2015 work and looking forward to giving a final report.

<sup>7</sup>**September 14, 2015 Minutes – Review and Approval of FY 2016 Parcel Tax Budget.** Ms. Panlasigui directed the Board to the last page in the packet and as noted below in the table.

**City of Alameda Health Care District - Fiscal  
2016 Budget Recommendation**

**Fiscal 2015  
Budget**

**Fiscal 2016  
Proposed**

<b>Estimated parcel tax receipts</b>	<b>\$ 5,784,199</b>	<b>\$ 5,830,966</b>
District budget allocation	613,527	400,130
District Clerk - 1.0 FTE		130,000
Repayment of loan plus accrued interest	1,598,438	-
Repayment of AH Foundation Loan	405,000	-
Facilities Projects	231,038	2,870,000
Capital Equipment	1,000,000	2,000,000
Accounts Payable Reduction	1,936,197	-
Long Term Capital Reserve	-	430,837
<b>Total Uses of Parcel Tax</b>	<b>\$ 5,784,199</b>	<b>\$ 5,830,966</b>

Ms. Panlasigui outlined the differences from FY 2015 to FY 2016 that included additional funds going toward capital equipment and remodel of facility with new flooring and paint as well as new beds for the inpatient units. More funds will be allocated to the Long Term Capital Reserve in future year as capital investments in equipment and facility are made in order to help fund seismic requirements for 2030.

Ms. Panlasigui suggested that she present the parcel tax budget for approval in April before the start of the fiscal year and to coincide with the budget process for AHS.

Director Deutsch asked about the District Clerk line item. Ms. Panlasigui noted that \$130,000 is included in the budget which was agreed to by the System. Director Saenz Duke asked if the Clerk would be an AHS employee to which Ms. Panlasigui responded yes. She asked what happened to 0.5 FTE Executive Director (ED). Ms. Panlasigui noted that the funding for the ED is included in the district budget allocation line item. Director Saenz Duke asked for clarification on the 1.0 FTE Clerk position as she recalled it was included in the District budget and then taken out. Director Meyers noted that it was in the District Budget but not in the parcel tax budget. Ms. Thorson reminded the Board that the dollars included in the District budget was included in error and that the JPA calls for the provision of a clerk and support services. Since Ms. Thorson noted that she is employed through AHS and function as both the Clerk and the Executive Assistant to the CAO Director Meyers reminded the Board that when the budget was approved, the Board voted 5-0 to fund 0.5 FTE ED and to as AHS to fund 1.0 Clerk position. He then stated that AHS approved the budget and request. Director Meyers noted that in conversations with David Cox, CFO, they increased the amount for the 1.0 FTE Clerk position to include human resource expenses and experience. Director Meyers stated that AHS would be funding the Clerk position.

Director Deutsch noted that the expense is coming out of the parcel tax budget. If the position is fully funded by AHS then the expense would not be included on this budget. He noted again that this is coming out of parcel tax receipts. He continued to say that the District Board has influence over how the parcel tax funds are spent, for example capital expenditures. If the \$130,000 is coming out of the parcel tax funds, then those funds would not go towards the other items the list for this campus.

*Mr. Driscoll provided clarification. During the negotiation of the JPA, the understanding was that AHS would absorb the cost of the clerk out of the hospital operating budget and at the time it was anticipated to be 0.5 FTE. This year the Board has asked AHS to commit to a full time clerk and AHS has come back with a proposal to fund out of the parcel tax dollars. If AHS did not use the \$130,000 for salary and benefits, there may be another purpose of the funds.*

*Director Deutsch noted that the Board has to justify to the community that the parcel tax that they pay is going toward important projects at Alameda Hospital. Seeing a line item of that amount is hard to justify in terms of what needs to be done to run district operations. If AHS wants to budget something then the District would not have to defend so to speak and would appreciate AHS carrying the cost. He also wanted to discuss the ED position.*

*David Cox, CFO stated that AHS wants to be consistent with letter and the intent of the agreement. The agreement states that AHS will provide services of a clerk and could divert these dollars somewhere else. If it is the desire of the District to have a full time clerk, which may in a sense go over what the intent of the agreement, AHS could move these dollars down somewhere else and would be open to discussing this with the District.*

*Director Saenz Duke read the language from the JPA relating to the District Clerk and support services and noted and stated that there is some room for interpretation. Director Meyers noted that this language was what was included in the Vision 2015 presentation.*

*Director Deutsch noted that providing for a clerk could be someone that is doing other functions such as the current clerk. He did not think the position needed to be a 1.0 FTE.*

*Director Meyers asked for a point of order, which was granted. He stated that he had the floor and was speaking and had the floor. He noted that the Board approved the support personnel with the budget and we requested a 1.0 FTE from AHS for support of operations and a new vision. Director Meyers noted that the support personnel would be supporting the Board and the new mission and not just be providing clerk services. He added that if the Board is going to re-visit the level of support needed that has already been approved, then that would have to be put on the agenda for discussion.*

*Director Deutsch asked to respond to Director Meyers. He noted that the Board voted 5-0 to have AHS fund a District Clerk and by using the parcel tax budget to fund the position, essentially AHS is not funding the position and that it is being funded by the District.*

*Director Meyers thanked Mr. Cox for his flexibility in addressing this. He asked Mr. Cox if AHS would be willing to fund the position out of the AHS budget. Mr. Cox stated that he did not want this to be a controversial issue for the District and that he believed that it would be possible.*

*Director Meyers stated that it was his full belief that a 1.0 FTE was needed to sit at the District Office to handle the mission of the District. He also stated that he liked the idea of that person reporting to the ED and not someone at AHS so that their priorities, and sometimes conflict of interest, don't ever occur. It is an ongoing issue and a question from the constituents about how we run our District and how separate we are from AHS. He believes this is a compromise that allows us to look more like partners than it looks like staff of AHS CAO's and staff of the District at the same time. He said that in the long term this would help the District and AHS partner better.*

*Mr. Cox suggested moving the \$130,000 down to facilities to make it an even \$3.0 M.*

*Mr. Finley noted that this is probably something that AHS can support and can find a result for but hearing the latter comment about reporting structure and obligations, he did not think it was as immaterial as moving funds from one line item or budget to another, without the consideration of who is the hiring agent and reporting authority for those individuals. He stated perhaps there is more consensus around the desire and direction of the Board as a whole and concurrently there should be a discussion about how AHS can meet the District in the middle to figure out how best support the District. He is open to any form of arrangement but do not want to gloss over, and say it is as easy as moving a line item if there are some other underlying things the District is trying to achieve that would not be met by moving a line item.*

*Director Deutsch noted that this is an important discussion to have as it has to deal with the mission of the District. Historically, the parcel tax was passed in 2002 to support the operations of Alameda Hospital. When the JPA was made, it was specified that the parcel tax fund would go toward supporting Alameda Hospital including operations, capital equipment and seismic. He stated that he did not believe that by voting 5-0 and asking AHS to fund 1.0 FTE clerk position indicates that anything AHS decides to go along with essentially comes out of the funds that AHS has agreed to go towards supporting Alameda Hospital. He went on to say that he and Director Meyers have different philosophies and it would behoove Director Meyers to convince this Board of specific projects that the District should be doing independent of what AHS and Alameda Hospital does rather than spend large amounts of money on positions that with uncertainty as to what those positions are going to do and then to have to defend that to the community who voted to prevent the closure of the Hospital in 2002. He further stated that he understands that there are public health needs in Alameda but he does not believe that the District has been given the mandate to meet those needs and certainly not with the funds voted on by the citizens.*

*Director Meyers stated that the District is looking at itself as a community based district. He noted that the items in the vision presentation outlined the authorities of local healthcare districts, what community based healthcare districts are and what the District might become to the electorate. He stated that when he ran for office, he ran with the premise that the District could be more than just oversight of a hospital. He stated that parcel tax dollars were very specific and would go toward operations and debt. Director Meyers stated that the District has other income besides the parcel tax. Director Meyers noted that the Board discussed what kinds of support would a community based district need and the Board was under a deadline to submit a plan for the parcel tax to AHS. He continued to say that the Board discussed and came to the conclusion of having 0.5 Executive Director and 1.0 FTE clerk, presented to AHS and AHS approved the support services requested by the Board. He stated that if AHS can support a 1.0 FTE and not have the funding come from the parcel tax, he would say thank you and it does not become an issue to our voters and it respects the decision at the last meeting. If AHS can agree to supporting the District, then he was ready to vote on a parcel tax budget. Director Meyers stated that he and Director Saenz Duke cannot present ideas of what the District can do without knowing what kind of support there is going to be. He did not want to revisit the discussion as the Board 5-0 in support of the additional FTE's. He stated that the electorate may be upset seeing the funding for the clerk position out of the parcel tax, but they may not if they knew that the District was providing a different kind of mission that is valuable to this community.*

*Director Jensen stated she was ready to make an amendment to the parcel tax budget to address this discussion.*

*After Director Jensen's motion, Dr. Yeh had a comment. Director Meyers asked if this was a Public Comment. Director Deutsch stated that he was an ex officio member of the Board. Director Meyers stated that he was not aware of this.*

*Dr. Yeh stated that he was involved in negotiating the terms of the JPA and was not sure what additional side project would add to the System. He said that a lot of the issues with the System is trying to bring all facilities together within the system and having additional side projects (referring to possible new mission/vision), he was not sure how the system feels about it and how the people of Alameda would feel. The additional projects should be part of AHS and not separate and extend to Alameda and San Leandro communities as the System has a better use and access to resources than the District could have.*

*Director Meyers noted that they were having a discussion that is not on the agenda and asked Mr. Driscoll to step in. He stated that Dr. Yeh was not involved in the previous conversation when the Board discussed community based healthcare districts and requirements of local healthcare district law. He stated that there are a whole other set of laws and requirements that the District has not done since becoming a district and he was elected to push his agenda that agenda. He stated that the community does have need on the island and that need should be discussed and addressed and reported back to the City on how well we are doing. The District should be lead agents in that process by gathering people together and not necessarily providing services or implementing programs.*

*Director Deutsch noted that in regards to the vote on support staff with the budget, that budget often have placeholders and that before we actually fund \$225,000 in support staff that the Board has an idea of what it is going towards. Director Meyers said that Vision 2015 committee did its work and provided that information at the last meeting. Director Deutsch disagreed with Director Meyers.*

*Director Meyers asked Mr. Driscoll to advise if the Board was rehashing the discussion from the last meeting and was it appropriate to have this discussion without it being formally on the agenda. Mr. Driscoll agreed that the discussion was moving back toward the budget discussion which was not on the agenda and the Board should not be revisiting a prior action at this time.*

*Director Meyers recapped what was presented at the last meeting about what the District could do as a community based district organized into three specific areas; the way in which we provide care on this island in an equitable way; how we prepare for the disaster in an equitable way and; the way in which we have an environment on the island conducive to health or not.*

*Director Meyers asked Mr. Finley if he would support the District's mission by funding the \$130,000 clerk position. Mr. Finley restated that he did not see any underlying issue of AHS funding the position with a couple of caveats. Under the JPA, he believes that there needs to be mutual agreement on what the need of support services is and that by providing this support, AHS is not agreeing to this in perpetuity. AHS and the District would need to evaluate the position to determine the need of the position. There is discussion about who this person reports to and the reporting structure since the position will be employed by AHS with a dotted line relationship to the Board of Directors. In addition, he commented on Dr. Yeh's statement noting that AHS is not just an acute care hospital and in many ways concerned more about equitable care, access to care, social determinates of health, population health, and community based medicine. He would hope that the District would see AHS as a valuable partner in its efforts.*

*Mr. Finley stated that AHS is willing to revise the budget for this fiscal year and continue to work with the District to make sure that the resource is maximized.*

*Director Jensen noted that there was no discussion of expanding the role of the Board of Directors and hopes to move forward in collaboration with AHS and support of the community*

#### *Discussion on Next Steps for Recruitment of Support Personnel for District Operations*

*Director Deutsch noted that there was one position that the Board has authority to fund and one position that will be funded by AHS through the parcel tax funds and asked the Board to discuss next steps. The Board can move forward with the Executive Director while the District Clerk requires collaboration and input to AHS.*

*Director Meyers noted that the job duties of the executive director and support personnel are related to the final report from Vision 2015 committee and what the Board thinks about the report. He also noted that it would be hard to hire support personnel without having a job description. Duke welcomed input from the Board*

*Director Deutsch suggested asking the Clerk to contact recruitment firm and start to look for potential candidates for the Board to review. Director Meyers requested that this wait until the Board reviewed draft job descriptions that he and Director Sáenz Duke have prepared as part of their Vision 2015 work and final report. Ms. Thorson noted that Clerk noted that the idea*

*Director Meyers noted that the committee was asked to give a report, and can include other recommendations at the request of the Board. He stated that he wanted to have a discussion about the report and avoid making a recommendation and then the Board just accepting it or not. Ms. Thorson noted that by*

*agendizing an acceptance of a report and recommendations would allow the board to discuss and approve moving forward with a Job description set of guidelines for an Executive Director and support personnel, make changes to the proposal of defer to another meeting if the Board felt more discussion or work needed to be done. Mr. Driscoll affirmed that by putting the acceptance of the report and recommendation as an action item would allow the board to make decisions based on the discussion and materials presented.*

*Director Jensen stated that support personnel including the Executive Director would rely on the report and how the Board feels about moving forward. She would not feel comfortable about hiring without knowing the clear direction and consensus of the Board regarding Vision 2015. Director Jensen suggested that an ad hoc hiring committee be identified to determine the process. Director Deutsch noted that there was a consensus to have recommendations and on the agenda for discussion at the November 9 meeting.*

<sup>8</sup>**October 26, 2015 Minutes – Discussion on Next Steps for Recruitment of Support Personnel for District Operations.** Director Deutsch noted that there was one position that the Board has authority to fund and one position that will be funded by AHS through the parcel tax funds and asked the Board to discuss next steps. The Board can move forward with the Executive Director while the District Clerk requires collaboration and input to AHS.

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<sup>9</sup>**November 9, 2015 Minutes – Acceptance of the Vision 2015 Report and Recommendations.** Director Deutsch requested that the report be given and then any specific action on any recommendations be considered individually by the Board. Director Meyers and Director Sáenz Duke presented pages 36-72 of the Board packet and their Vision 2015 final report.

*After some general discussion about how to best to proceed, Mr. Driscoll advised that the Board could accept the report as a whole, or take separate actions on the following items,*

*1) mission statement, 2) proposed bylaws (to be reviewed at next meeting), 3) Executive Director job description, 4) District Clerk/Administrative Associate job description and 5) Lead agent for Community Health.*

*Director Meyers had a question regarding a one week public notice requirement for revising By Laws. It was agreed to have the Board's Counsel review the Vision 2015 report's suggested By Laws changes and make any revisions or corrections he deemed appropriate, then post that text at least one week prior to the next board meeting. Director Deutsch recommended that an additional liaison position be added to the By Laws: Alameda Hospital Liaison. This position would focus on issues relating to quality of care at Alameda Hospital. He also asked if any of the other Board members had suggested additions, revisions, or deletions to the current bylaws; no others were offered at that time.*

*It was agreed to postpone any further discussion of by laws revisions until the next board meeting.*

<sup>10</sup>**February 8, 2016 Minutes** – Selection of Executive Director Search Committee and Review of Proposed Charter. There was discussion regarding the memo on selection of an ad hoc committee to begin the process of selecting an Executive Director. The Board agreed that the ad hoc committee come back to the April 11, 2016 Board meeting with proposals from 2-3 firms to help with the search for an Executive Director.

<sup>11</sup>**April 11, 2016 Minutes** – Executive Director Search Update and Consulting Recommendation. **Only action noted in minutes.**

<sup>12</sup>**June 6, 2016 Minutes** – Executive Director (ED) Search Update. Director Sáenz Duke, Director Williams reviewed progress on the ED search. They introduced Don Whiteside from HFS consultants who gave an overview and findings of the interviews with the Board, community and leadership from the hospital. He noted three leadership models that could be explored for the Executive Director; 1) Full Time Employed, 2) contracted individual to start-up/re-build District, and 3) hire ED through management company. Next steps included conducting a Town Hall meeting to get input from the community on hiring an ED for the District, email survey to community stakeholders to get input and articles or guest editorials about the District and vision as a community based health care district. He said it was clear from his discussions there was a difference in the perceived and actual responsibilities of the District and Board. Mr. Whiteside stated that the District needed to clarify scope and trajectory in order to identify the appropriate leadership model that will be most effective for the District.

There was discussion from the Board on the possible roles and responsibility of the ED and timing of a public forum either in the next few months or after the November election. Mr. Whiteside will put is his comments into a written statement and send a written report to the Board of Directors.

<sup>13</sup>**August 1, 2016 Minutes** – President's Report. ...Director Duke proceeded with the next portion of her written report about staff support for the District. She stated that she and Director Jensen discussed with Mr. Finley about the possibility of AHS providing professional staff support to our District by direct funding from AHS, which we would use to select, hire and supervise staff who report directly to the District. Director Meyers voiced his concern over this discussion as the Board has voted, determined its mission is proceeding to hire staff through an approved budget. He felt that these conversations inferred that the option of what to do about staffing was still open for discussion. He stated that he was shocked to hear these conversations were occurring. Director Meyers requested a discussion at the next meeting that would include a summary of the decisions made to date and agreed upon timeline. He stated that we are our own District and need to have our own unique identity separate from the hospital and AHS