



**PALM DRIVE HEALTH CARE
DISTRICT**

**NOTICE AND AGENDA
PALM DRIVE HEALTH CARE DISTRICT
BOARD OF DIRECTORS
December 18, 2017**

Special Meeting

Open Session 5:30 p.m.

Sonoma West Medical Center
Conference Room
501 Petaluma
Avenue
Sebastopol, CA 95472
(707) 823-3586

Our Vision: Through engagement with our diverse West County population the district will promote improved health and wellbeing.

Our Mission: Palm Drive Health Care District exists to deliver access to quality and compassionate health services responsive to the needs of our District.

Our Values: Integrity- Leadership – Caring - Perseverance

PLEASE TURN YOUR CELL PHONES OFF

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS

The vice chair will accept comments from the audience on any items not listed on the agenda. Questions may be referred to staff for response at a later time. Please limit your comments to 3 minutes.

CORRESPONDENCE

None

CONSENT CALENDAR

1. Approval of the Board of Directors Special and Regular Meeting Minutes of November 3, 2017 (Action)(D. Colthurst)
2. Approval of the Board of Directors Special Meeting Minutes of November 6, 2017 (Action)(D. Colthurst)
3. Approval of the Board of Directors Special Meeting Minutes of November 20, 2017 (Action)(D.Colthurst)

DISCUSSION AND ACTION ITEMS

1. PDHCD Finance Committee Report. (Discussion) (G. Thomas)
2. Discussion, Consideration and Possible Action on 90 Day Review of Time/Date Calendar for the PDHCD Board Meetings (Action)(A. Brogan)
 - 5:00 – 5:30 p.m. Governing Board Closed Session
 - 5:30 – 7:30 p.m. Governing Board Meeting
 - 7:30p.m. District Board Meeting
3. Discussion Consideration and Possible Approval of a RFP for the Sale of the Hospital (Action)(A.Brogan)
4. Discussion, Consideration and Possible Approval of Changing Board Agenda Development Policy (Action)(A.Brogan)
5. Discussion, and Brief Overview/Update on Bankruptcy Process (Discussion)(A.Brogan)

INFORMATIONAL REPORTS TO THE BOARD

1. Health Action Committee Update (R. Powers/E Klich-Heartt/A. Brogan)
2. Executive Director Report (A. Brogan)
3. Presidents Report (D. Colthurst)

ADJOURNMENT

Palm Drive Health Care District

Members of the public have the right to speak on any item on the published agenda. If you wish to speak about a matter not on the published agenda, please make your comments during the portion of the meeting designated for Public Comments. Please limit your remarks to three minutes. Please note that, with some exceptions, the District Board does not engage in discussion or take action on non-agenized matters. However, the board may respond briefly to public comments, refer matters to staff; ask questions for clarification, or schedule matters for future agenda. Materials related to open session items on this agenda that are submitted to the Board or committee after distribution of the agenda packet are available for public inspection during normal business hours at 612 Petaluma Avenue, Sebastopol, CA.

Consent Items:

The Board agenda may include items on a consent calendar. Consent calendar items are routine matters or matters which have been reviewed by the board previously. These items may be approved by one motion without discussion unless a board member requests that the item be taken off the consent calendar. Items removed from the consent calendar will be taken up upon completion of action on the remainder of the items on the consent calendar.

American Disability Act (ADA)

The Sonoma West Medical Center complies with ADA (American Disabilities Act) requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact Janet Harris, Executive Assistant at (707) 823-3586.

Minutes

Palm Drive Health Care District Special Board of Directors Meeting

Date/Time: November 3, 2017

Location: Sonoma West Medical Center
Conference Room
501 Petaluma Avenue
Sebastopol, CA 95472

The meeting was called to order at 1:04 p.m.

ROLL CALL:

Dennis Colthurst	Present
Richard Powers, M.D. Vice President	Late, Arrived at 1:07 p.m.
Eira Klich-Heartt, Secretary	Absent
Gail Thomas, Treasurer	Present
Jim Horn, Member	Present

Administrative Staff Others Present:

Gary Hicks, President, G.L. Hicks Financial
Dave Fama, Attorney, Jones Hall via Teleconference
Dave Walton, Tax Attorney, Jones Hall via Teleconference
Bill Arnone, Legal Counsel
Alanna Brogan, Executive Director
Janet Harris, Clerk of the Board

APPROVAL OF AGENDA

Motion to approve the agenda made by Director Thomas seconded by Director Horn which motion passed with Chair Colthurst voting Yea.

Ms. Brogan requested that Item 2 on the agenda be moved to be addressed first, as Director Thomas had to leave early. The Board approved.

PUBLIC COMMENT

None

DISCUSSION AND ACTION ITEMS

- 1. Discussion Consideration and possible Action on a New Durall/SWMC Marketing Contract.**

Ms. Brogan introduced the Draft Marketing Service Agreement received from Mr. Durall stating that Mr. Arnone had made some changes. Mr. Arnone stated that this contract was part of the initial contacts between Durall Capital Holding and SWMC that were reviewed and approved by the District Board earlier in the year. This document has been amended to include the marketer (AMG), Durall and SWMC and is being presented as information to the District Board. The District is not a party to this agreement. The marketer is asking for 50% of the net proceeds from SWMC which is separate from the lab management fee.

After discussion it was agreed that no action should be taken on this item as it has been presented for information and review. The Durall/SWMC Marketing Agreement will be presented to the Governing Board.

STUDY SESSION

1. Discussion on Bond Refinancing.

Ms. Brogan introduced the discussion, stating the Board had requested a session with the bond consultants related to the taxable bond issue and the tax-exempt bond issue and costs involved.

Mr. Hicks reviewed the information provided as a handout at the meeting. Various scenarios were discussed concerning reissuance of taxable vs. nontaxable bonds and the amending or dissolution of the current MSSA contract allowing the District to be in compliance with the current IRS regulations and prevent further cost due to currently being out of compliance.

Tax related and legal related issues were addressed by Dave Walton and Dave Fama.

As this was a study session, no action was taken on this item.

Adjournment: Being no further business the meeting was adjourned at 2:29 p.m.

Respectfully Submitted
Janet Harris
Clerk of the Board
Palm Drive Health Care District

Minutes

Palm Drive Health Care District Special Board of Directors Meeting

Date/Time: November 6, 2017

Location: Sonoma West Medical Center
Conference Room
501 Petaluma Avenue
Sebastopol, CA 95472

The meeting was called to order at 7:58 p.m.

ROLL CALL:

Dennis Colthurst	Present
Richard Powers, M.D. Vice President	Present
Eira Klich-Heartt, Secretary	Present
Gail Thomas, Treasurer	Present
Jim Horn, Member	Present

Administrative, Others Present:

Michael Carnacchi, Member of Sebastopol City Council
Bill Arnone, Legal Counsel
John Peleuses, CEO, SWMC
Barbara Vogelsang, CNO, SWMC
Christine Staufenberg, Controller, SWMC
Alanna Brogan, Executive Director
Janet Harris, Clerk of the Board

APPROVAL OF AGENDA

Motion to approve the agenda made by Director Powers seconded by Director Thomas which motion passed unanimously.

PUBLIC COMMENT

Public comment was requested and received.

CONSENT CALENDAR

Motion to approve the minutes of October 2, 24, & 30, 2017, with corrections, made by Director Powers, seconded by Director Horn, which motion passed unanimously.

DISCUSSION AND ACTION ITEMS

1. Report from Sebastopol City Council

Mr. Carnacchi, Sebastopol City Council Member, reported on the City's involvement during the recent fire disaster and complimented the hospital on its' own involvement.

2. SWMC CEO Report.

Mr. Peleuses' report was reviewed at the Governing Body Meeting.

3. PDHCD Finance Committee Report.

Director Thomas gave an overview of the finances

4. Discussion, Consideration and Possible Action on Anderson Group International Invoice.

After discussion a motion to approve payment of the invoice in the amount of \$31,852.15 was made by Director Powers, seconded by Director Thomas which motion passed with Yea votes by Director Klick-Heart and Chair Colthurst and a Nay vote by Director Horn.

5. Discussion, Consideration and Possible Action on Letter to County Concerning Detachment Sequestered Funds.

Ms. Brogan reviewed the letter that was included in the agenda packet, stating that it had been approved by the Finance Committee and she was seeking approval from the full Board.

Motion to approve made by Director Horn, seconded by Director Thomas, which motion passed unanimously.

6. Discussion, Consideration and Possible Action on Approval of the New SWMC CFO, Bryan Kerr

This item was discussed in the Governing Body Meeting. The consensus was that further discussion was not needed.

Motion to approve Bryan Kerr, as offsite CFO of SWMC, with a ninety (90) day review to reevaluate the appointment, with the Board having rights to correct or terminate, made by Director Powers, seconded by Director Klick-Heart, which motion passed unanimously.

7. Discussion, Consideration and Possible Action on Rescinding November 16, 2016 Joint Resolution of the Governing Body and Board of Directors of the Palm Drive Health Care District.

This item was discussed in the Governing Body meeting. The consensus was no further discussion was needed.

Motion to rescind the Resolution moved by Director Powers, seconded by Director Thomas, which motion passed unanimously.

8. Discussion, Consideration and Possible Action on Implementation of Restructuring Plan

Ms. Brogan gave a brief commentary of the decision of the Governing Board, to continue with restructuring of discussions without a time line.

No action was taken on this item.

9. Discussion, Consideration and Possible Action on Governing Body By-Laws Change.

This item was tabled until all changes could be dealt with.

INFORMATIONAL REPORTS TO THE BOARD

1. Community Services Update
 - Study Sessions

Ms. Brogan and Director Klich-Heartt gave an update on this committee. Graton Labor Day Center was a great success. There is a session planned for Bodega Bay on November 30. There is an ongoing survey that has been sent out to the public regarding area health care priorities. Ms. Brogan requested that Board members send the survey out to their contacts.

2. Executive Director Report

Ms. Brogan reviewed the report provided in the agenda packet. One note of interest is that the signing bonus of \$20,000 was received from the cell tower contract.

3. Presidents Report

None

Adjournment: Being no further business the meeting was adjourned at 09:05 p.m.

Respectfully Submitted
 Janet Harris
 Clerk of the Board
 Palm Drive Health Care District

PALM DRIVE HEALTH CARE DISTRICT FINANCE COMMITTEE

Minutes

Purpose: Palm Drive Health Care District Board of Directors and PDHCD Finance Committee Joint Meeting
Date/Time: November 20, 2017
Location: Sonoma West Medical Center
Conference Room
501 Petaluma Avenue
Sebastopol, CA 95472

Call to Order by Chair Colthurst at 3:48 p.m.

ROLL CALL

Dennis Colthurst	Present
Dr. Richard Powers	Present
Gail Thomas, PDHCD Board Treasurer	Present
Jim Horn, PDHCD Board Member	Present
Rob Cary, Finance Committee Consultant	Present

Administrative Staff/Others Present

Bill Arnone, Legal Counsel
Alanna Brogan, PDHCD Executive Director
Michael Sweet, Legal Counsel
Jim Maresca, Consultant

APPROVAL OF AGNEDA

Motion to approve the agenda made by Director Powers, seconded by Director Thomas, which motion passed unanimously.

PUBLIC COMMENTS

None

OPEN SESSION

Chair Colthurst announced adjournment to closed session, where upon the Board adjourned to closed session to discuss the one item on the agenda: Conference with Legal Counsel – Existing Litigation pursuant to Government Code Section 54956.9(a); Name of Case: Bankruptcy.

RECONVENE OPEN SESSION

At 4:55 p.m. Chair Colthurst reconvened the open session portion of the meeting and asked Mr. Arnone to report out on the closed session, to which Mr. Arnone stated there was no reportable action taken during the closed session.

ADJOURNMENT

There being no further business the meeting was adjourned at 5:00 p.m.

Respectively Submitted
Janet Harris
Executive Assistant

3:01 PM

11/16/17

Accrual Basis

**Palm Drive Healthcare District
Balance Sheet**

As of October 31, 2017

	Oct 31, 17	Sep 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Cash			
1000-00 · EB Operating 4276	184,854.17	382,281.54	-197,427.37
1002-02 · EB Bkpcy Con 6292	50,180.30	50,200.00	-19.70
1001-00 · EB SWMC Clear 9508	1,677.48	3,836.64	-2,159.16
Total Cash	236,711.95	436,318.18	-199,606.23
Restricted Cash			
1009-12 · WF 8805 2010 Secured	10,346.13	6,071.37	4,274.76
1009-23 · WF 8300 2005 Bond	1,150,966.65	1,654,208.56	-503,241.91
1009-50 · WF 8801 2010 Reserve	979,175.00	982,723.55	-3,548.55
1900 · GO Bond Reserve SCAO (Non Cash)	697,592.97	697,592.97	0.00
Total Restricted Cash	2,838,080.75	3,340,596.45	-502,515.70
Total Checking/Savings	3,074,792.70	3,776,914.63	-702,121.93
Other Current Assets			
1109 · Prepaid Contracts	400,000.00	0.00	400,000.00
1061 · Due from SWMC	3,320.50	3,320.50	0.00
1062 · Property Tax Receivable	-207,577.38	-233,525.38	25,948.00
1069-01 · Parcel Tax Receivable.	1,067,824.00	800,868.00	266,956.00
1107 · Prepaid Deposits	20,177.95	22,700.25	-2,522.30
Total Other Current Assets	1,283,745.07	593,363.37	690,381.70
Total Current Assets	4,358,537.77	4,370,278.00	-11,740.23
Fixed Assets			
Property Plant & Equipment			
1265 · CIP-NPC2 Work	604,073.29	604,073.29	0.00
1245 · Leased Assets Farnam	2,237,901.03	2,237,901.03	0.00
1241 · Major Moveable Equipment	8,446,172.84	8,446,172.84	0.00
1221 · Hospital Buildings	3,830,747.69	3,830,747.69	0.00
1230 · Leasehold Improvements	734,627.28	734,627.28	0.00
1201 · Land	5,876,900.00	5,876,900.00	0.00
1210 · Land Improvements	34,492.65	34,492.65	0.00
1285-00 · Accum Dep Farnam Leased Assets	-2,654,988.20	-2,611,613.20	-43,375.00
1275-00 · Accum Dep Fixed Equip	-8,634,351.96	-8,568,265.96	-66,086.00
1271-00 · Accum Dep Hosp Bldg	-2,489,222.32	-2,471,124.32	-18,098.00
1260-00 · Accum Dep Land Impr	-34,493.18	-34,493.18	0.00
Total Property Plant & Equipment	7,951,859.12	8,079,418.12	-127,559.00
Total Fixed Assets	7,951,859.12	8,079,418.12	-127,559.00
TOTAL ASSETS	12,310,396.89	12,449,696.12	-139,299.23
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2020 · Post Petition AP	5,725.17	13,700.86	-7,975.69
2020-99 · Pre-Petition Liabilities			
2021-00 · Pre Petition Trade Payables	6,762,791.05	6,762,791.05	0.00
2029-99 · Escheatment Refunds	140,273.08	140,273.08	0.00
2030-00 · Wages & Benefits	1,299,276.33	1,299,276.33	0.00
2020-99 · Pre-Petition Liabilities - Other	91,261.00	91,261.00	0.00
Total 2020-99 · Pre-Petition Liabilities	8,293,601.46	8,293,601.46	0.00
Total Accounts Payable	8,299,326.63	8,307,302.32	-7,975.69
Other Current Liabilities			
2040 · SWMC AR Held	3,773.81	5,748.53	-1,974.72
2014-10 · Accrued Bond Interest Pay	269,130.32	671,337.57	-402,207.25
2063-10 · Cost Report Liability Medicare	243,692.22	248,942.93	-5,250.71

3:01 PM
 11/16/17
 Accrual Basis

Palm Drive Healthcare District
Balance Sheet
 As of October 31, 2017

	Oct 31, 17	Sep 30, 17	\$ Change
2064 · Unearned Revenue - GO Bond	697,592.97	697,592.97	0.00
Total Other Current Liabilities	1,214,189.32	1,823,622.00	-409,432.68
Total Current Liabilities	9,513,515.95	9,930,924.32	-417,408.37
Long Term Liabilities			
2270-00 · Bonds Payable			
2255-00 · 2000 Go Bonds Payable (BYM)	3,950,000.00	3,950,000.00	0.00
2274-01 · 2005 Revenue Bonds Payable	6,320,000.00	6,320,000.00	0.00
2274-02 · 2010 Bonds Payable	9,535,000.00	9,535,000.00	0.00
Total 2270-00 · Bonds Payable	19,805,000.00	19,805,000.00	0.00
2271-99 · Leases Payable			
2271-00 · Notes & Loan Pay Non curr	31,267.00	31,267.00	0.00
2271-02 · Note Payable GE C Arm	57,385.65	57,385.65	0.00
2271-05 · Lease payable Farnam	1,750,106.59	1,750,106.59	0.00
Total 2271-99 · Leases Payable	1,838,759.24	1,838,759.24	0.00
Total Long Term Liabilities	21,643,759.24	21,643,759.24	0.00
Total Liabilities	31,157,275.19	31,574,683.56	-417,408.37
Equity			
Restricted Fund Balance	2,988,108.00	2,988,108.00	0.00
Unrestricted Fund Balance	-21,044,791.74	-21,044,791.74	0.00
32000 · Retained Earnings	-1,047,454.42	-1,047,454.42	0.00
Net Income	257,259.86	-20,849.28	278,109.14
Total Equity	-18,846,878.30	-19,124,987.44	278,109.14
TOTAL LIABILITIES & EQUITY	12,310,396.89	12,449,696.12	-139,299.23

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Palm Drive Healthcare District
Profit & Loss Budget vs. Actual Reporting Month
 October 2017

	Oct 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 - Revenue			
Parcel Tax Revenue CY Attached	187,563.00	187,563.00	0.00
Parcel Tax Revenue Detached	79,393.00	79,393.00	0.00
Property Tax Revenue CY	25,948.00	25,948.00	0.00
Prime Grant/IGT Income	0.00	750,000.00	-750,000.00
CMSP Income	250,384.88		
Cell Tower	0.00	3,500.00	-3,500.00
Misc Revenue	3,480.78	2,000.00	1,480.78
Interest Income	1,896.80	200.00	1,696.80
Total 4000 - Revenue	<u>548,666.46</u>	<u>1,048,604.00</u>	<u>-499,937.54</u>
Total Income	<u>548,666.46</u>	<u>1,048,604.00</u>	<u>-499,937.54</u>
Gross Profit	<u>548,666.46</u>	<u>1,048,604.00</u>	<u>-499,937.54</u>
Expense			
Operating Expenses			
Staff Expenses			
Salaries & Wages	15,376.00	18,316.67	-2,940.67
Payroll Tax Expense	1,559.35	1,401.23	158.12
Employee Benefits	2,042.68	1,079.50	963.18
Worker's Compensation	0.00	183.17	-183.17
Total Staff Expenses	<u>18,978.03</u>	<u>20,980.57</u>	<u>-2,002.54</u>
Professional Services			
Bookkeeping	3,660.91	2,000.00	1,660.91
Legal Fees General	0.00	30,000.00	-30,000.00
Legal Bankruptcy	7,156.05	30,000.00	-22,843.95
Professional Fees Other	0.00	5,000.00	-5,000.00
Total Professional Services	<u>10,816.96</u>	<u>67,000.00</u>	<u>-56,183.04</u>
Office Expenses (H)			
Bank Charges	204.14	200.00	4.14
IT / Computer Expense	306.47	500.00	-193.53
Licenses and Fees	0.00	100.00	-100.00
Rent	0.00	1,275.00	-1,275.00
Storage	468.00	420.00	48.00
Supplies	65.00	250.00	-185.00
Utilities (Tel/PGE)	607.38	300.00	307.38
Total Office Expenses (H)	<u>1,650.99</u>	<u>3,045.00</u>	<u>-1,394.01</u>
Directors Expense (H)			
Cont Education	0.00	700.00	-700.00
Ins Exp D&O/Property	2,522.30	2,700.00	-177.70
Total Directors Expense (H)	<u>2,522.30</u>	<u>3,400.00</u>	<u>-877.70</u>
Total Operating Expenses	<u>33,968.28</u>	<u>94,425.57</u>	<u>-60,457.29</u>
Contractual Payments			

2:45 PM
 11/16/17
 Accrual Basis

Palm Drive Healthcare District
Profit & Loss Budget vs. Actual Reporting Month
 October 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Bankruptcy Contingency	0.00	25,100.00	-25,100.00
Medical Records	4,923.16	4,000.00	923.16
Prime Grant/IGTContract Exp	0.00	375,000.00	-375,000.00
Prime Grant/IGT to SWMC	0.00	375,000.00	-375,000.00
Building Maintenance	0.00	10,000.00	-10,000.00
Interest Exp Cost Report or CMS	401.63	488.00	-86.37
Total Contractual Payments	5,324.79	789,588.00	-784,263.21
Community Health Services			
West County Community Services	0.00	166.67	-166.67
General Community Health	0.00	983.33	-983.33
Sponsorship	0.00	500.00	-500.00
Bodega Bay Fire Services	0.00	11,000.00	-11,000.00
West County Health (H) RRARA	1,500.00	500.00	1,000.00
Total West County Health (H)	1,500.00	500.00	1,000.00
Total Community Health Services	1,500.00	13,150.00	-11,650.00
Non - Operating (Revenue) / Exp			
Exp - Bond Interest Exp	102,205.25	102,205.25	0.00
Total Non - Operating (Revenue) / Exp	102,205.25	102,205.25	0.00
Depreciation Header			
Dep Exp - Cap Lse Eq	43,375.00	43,375.00	0.00
Dep Exp - Major Mov Eq	66,086.00	66,086.00	0.00
Dep Exp - Bld & Improvements	18,098.00	18,098.00	0.00
Total Depreciation Header	127,559.00	127,559.00	0.00
Total Expense	270,557.32	1,126,927.82	-856,370.50
Net Ordinary Income	278,109.14	-78,323.82	356,432.96
Net Income	278,109.14	-78,323.82	356,432.96

Palm Drive Healthcare District
Profit & Loss Budget vs. Actual YTD
 July through October 2017

	<u>Jul - Oct 17</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Ordinary Income/Expense			
Income			
4000 - Revenue			
Parcel Tax Revenue CY Attached	750,252.00	750,252.00	0.00
Parcel Tax Revenue Detached	317,572.00	317,572.00	0.00
Property Tax Revenue CY	103,792.00	103,792.00	0.00
Prime Grant/IGT Income	0.00	750,000.00	-750,000.00
CMSP Income	250,384.88		
Cell Tower	0.00	34,000.00	-34,000.00
Misc Revenue	5,839.31	8,000.00	-2,160.69
Interest Income	7,380.05	800.00	6,580.05
Total 4000 - Revenue	<u>1,435,220.24</u>	<u>1,964,416.00</u>	<u>-529,195.76</u>
Total Income	<u>1,435,220.24</u>	<u>1,964,416.00</u>	<u>-529,195.76</u>
Gross Profit	<u>1,435,220.24</u>	<u>1,964,416.00</u>	<u>-529,195.76</u>
Expense			
Operating Expenses			
Staff Expenses			
Salaries & Wages	60,355.00	73,266.68	-12,911.68
Payroll Tax Expense	5,919.68	5,604.92	314.76
Employee Benefits	4,474.68	4,318.00	156.68
Worker's Compensation	0.00	732.68	-732.68
Total Staff Expenses	<u>70,749.36</u>	<u>83,922.28</u>	<u>-13,172.92</u>
Professional Services			
Accounting	5,290.00	0.00	5,290.00
Bookkeeping	9,660.91	8,000.00	1,660.91
Legal Fees General	39,803.32	95,000.00	-55,196.68
Legal Bankruptcy	19,993.76	113,000.00	-93,006.24
Professional Fees Other	4,826.41	20,000.00	-15,173.59
Total Professional Services	<u>79,574.40</u>	<u>236,000.00</u>	<u>-156,425.60</u>
Office Expenses (H)			
Bank Charges	1,585.35	8,600.00	-7,014.65
IT / Computer Expense	4,358.33	2,800.00	1,558.33
Licenses and Fees	0.00	400.00	-400.00
Rent	0.00	5,100.00	-5,100.00
Storage	1,872.00	1,680.00	192.00
Supplies	281.48	1,000.00	-718.52
Utilities (Tel/PGE)	2,010.22	1,200.00	810.22
Total Office Expenses (H)	<u>10,107.38</u>	<u>20,780.00</u>	<u>-10,672.62</u>
Directors Expense (H)			
Cont Education	485.00	8,200.00	-7,715.00
Ins Exp D&O/Property	10,089.20	13,968.00	-3,878.80
Total Directors Expense (H)	<u>10,574.20</u>	<u>22,168.00</u>	<u>-11,593.80</u>
Total Operating Expenses	<u>171,005.34</u>	<u>362,870.28</u>	<u>-191,864.94</u>

2:50 PM
 11/16/17
 Accrual Basis

Palm Drive Healthcare District
Profit & Loss Budget vs. Actual YTD
 July through October 2017

	<u>Jul - Oct 17</u>	<u>Budget</u>	<u>\$ Over Bud...</u>
Contractual Payments			
Bankruptcy Contingency	0.00	100,400.00	-100,400.00
CMSP Cost Report *	50,076.98	0.00	50,076.98
Medical Records	19,861.47	16,000.00	3,861.47
Prime Grant/IGTContract Exp	0.00	375,000.00	-375,000.00
Prime Grant/IGT to SWMC	0.00	375,000.00	-375,000.00
Building Maintenance	11,518.33	40,000.00	-28,481.67
Interest Exp Cost Report or CMS	1,685.68	1,952.00	-266.32
Total Contractual Payments	83,142.46	908,352.00	-825,209.54
Community Health Services			
West County Community Services	0.00	666.68	-666.68
General Community Health	0.00	3,933.32	-3,933.32
Sponsorship	0.00	2,000.00	-2,000.00
District Comm Services Various	645.58	0.00	645.58
Bodega Bay Fire Services	0.00	11,000.00	-11,000.00
West County Health (H) RRARA	3,000.00	2,000.00	1,000.00
Total West County Health (H)	3,000.00	2,000.00	1,000.00
Senior Centers	800.00	0.00	800.00
Total Community Health Services	4,445.58	19,600.00	-15,154.42
Non - Operating (Revenue) / Exp			
NonOp Inc/Exp Parcel Tax Refund	310.00	2,066.67	-1,756.67
Exp - Bond Interest Exp	408,821.00	408,821.00	0.00
Total Non - Operating (Revenue) / Exp	409,131.00	410,887.67	-1,756.67
Depreciation Header			
Dep Exp - Cap Lse Eq	173,500.00	173,500.00	0.00
Dep Exp - Major Mov Eq	264,344.00	264,344.00	0.00
Dep Exp - Bld & Improvements	72,392.00	72,392.00	0.00
Total Depreciation Header	510,236.00	510,236.00	0.00
Total Expense	1,177,960.38	2,211,945.95	-1,033,985.57
Net Ordinary Income	257,259.86	-247,529.95	504,789.81
Net Income	257,259.86	-247,529.95	504,789.81



**Board of Directors
Board Meeting
Calendar**

2018 Calendar

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				-1	2	3					1	2	3	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						
May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
30																					30	31						

Meetings Begin at 7:30 p.m. in the Sonoma West Medical Center Conference Room

**January 15, 2018
February 19, 2018
March 19, 2018
April 16, 2018**

**May 21, 2018
June 18, 2018
July 16, 2018
August 20, 2018**

**September 17, 2018
October 15, 2018
November 19, 2018
December 17, 2018**

Title: Board Agenda Development	First Approved: 1/9/17
Custodian: Executive Director	Effective Date: 1/10/17
Approved by: Board of Directors	Review Dates:

Policy: The policy of the Palm Drive Health Care District (PDHCD) on the development of the Board agendas shall embrace the values of the District and will address the business and programs of the District. The agendas will be developed in a timely way and be informative to the Board and the public.

Purpose:

Well developed and focused Board agendas maximize accuracy, efficiency and productivity of the Board and staff. They are one effective way to communicate regarding the business of the District and its priorities. To that end, this policy will provide clarity on how the agenda is created, how items are selected for the Board meetings, and how they are approved.

Procedure:

PDHCD Board Agenda Development:

1. The Executive Director and Clerk of the Board shall develop a draft agenda based on past agendas and the ongoing work of the District.
2. If Board members want to request agenda items be included they should speak with the Board President to get approval of these additions.
3. Staff will have a draft agenda ready by the Wednesday before the Board meeting and send it to the Board President and General Counsel for review and approval.
4. The agenda will be published 72 hours before a regular Board meeting and 24 hours before a Special Meeting.

Standing Committee Agenda Development:

1. The Executive Director and Clerk of the Board shall develop a draft agenda based on past agendas and the ongoing work of the District.
2. If committee members want to request agenda items be included they should speak with the Chair of the committee to get approval of these additions.
3. Staff will have a final draft agenda ready 2 days before public notice of the meeting to finalize with the Chair of the committee. General Counsel will be consulted as necessary.

4. The agenda will be published 72 hours before a regular Board meeting and 24 hours before a Special Meeting.

Timing on Submission of Agenda Items:

1. Letters to be included for reading at meetings must be in the Monday prior to the Board meeting.
2. Agenda items by other Board members need to be submitted by the Monday before the Board meeting to the President of the Board or one week ahead of Standing and Ad Hoc committee meetings.
3. The President will let staff know about Board additions by Wednesday before the PDHCD Board meeting.
4. Committee Chairs will let staff know of additions as they are finalizing the agenda.

Special Board Meetings:

1. The Board President approves the need and agenda for special Board meetings.

Title: Board Agenda Development	First Approved: 1/9/17
Custodian: Executive Director	Effective Date: 1/10/17
Approved by: Board of Directors	Review Dates: 3/8/17

Policy: The policy of the Palm Drive Health Care District (PDHCD) on the development of the Board agendas shall embrace the values of the District and will address the business and programs of the District. Agendas will be developed in a timely way and be informative to the Board and the public. In addition, all District agendas shall conform to the Brown Act and other applicable laws and regulations.

Purpose:

Well developed and focused Board agendas maximize accuracy, efficiency and productivity of the Board and staff. They are one effective way to communicate regarding the business of the District and its priorities. To that end, this policy will provide clarity on how the agenda is created, how items are selected for the Board meetings, and how they are approved.

Procedure:

Agenda Development for Regular and Special Board Meetings:

1. District staff, in consultation with the Board president, shall develop a draft agenda based on past agendas and the ongoing work of the District.
2. Whenever possible, staff shall send the draft agenda to all Board members for review and comment at least two days before the meeting must be posted. General Counsel shall be consulted as necessary.
3. Staff shall post and distribute the agenda and Board packet in accordance with the Brown Act.

Agenda Development for Standing Committee:

1. District staff, in consultation with the committee chairperson, shall develop a draft agenda based on past agendas and the ongoing work of the committee.
2. Whenever possible, staff shall send the draft agenda to all committee members and advisors for review and comment at least two days before the meeting must be posted. General Counsel shall be consulted as necessary.
3. Staff shall post and distribute the agenda and Board packet in accordance with the Brown Act.

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Agenda Development for Ad Hoc Committees

1. Board members of ad hoc committees shall develop meeting agendas by consensus in consultation with staff.

Submission of Agenda Items for Board and Standing Committee Meetings:

1. Whenever possible, Board members shall submit items for inclusion in the agenda at least four days before the agenda must be posted, but no later than 24 hours after the draft agenda is circulated.
2. The Board president (or committee chairperson for standing committees) and staff shall work with the member to assure that the proposed item is within the scope and authority of the District and that the wording and placement of the item (in open or closed session) satisfy the Brown Act.
3. Unless prohibited by law or clearly outside the scope and authority of the District, all items proposed by Board members that meet the above criteria shall be included in the posted agenda.

Public Requests for Items to be Included on Agendas for Board and Standing Committees:

1. Public requests for agenda items, received by the District at least three days before the agenda must be posted, shall be forwarded to the full Board (or committee) along with the draft agenda.

Public Correspondence:

1. Public correspondence intended for inclusion in a Board packet, received at least 24 hours before the agenda must be posted, shall be included within the Board packet.

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<#>Agenda items by other Board members need to be submitted by the Monday before the Board meeting to the President of the Board or one week ahead of Standing and Ad Hoc committee meetings.¶
<#>The President will let staff know about Board additions by Wednesday before the PDHCD Board meeting.¶
Committee Chairs will let staff know of additions as they are finalizing the agenda.

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<#>The Board President approves the need for special Board meetings and approves the agenda.¶

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PALM DRIVE HEALTH CARE
DISTRICT

Notice and Agenda
Regular Meeting of the Gravenstein Health Action Chapter
November 16, 2017 6:00-7:30 p.m.

Gravenstein Chapter Charter

Support the mission, vision, and values of Health Action in promoting optimal health within West County through sustainable, community based services

Location: Sonoma West Medical Center

Call to Order

Roll Call

Approval of the Agenda

Open Session – 6 pm

Public Questions/Comments – If you wish to speak to a matter not on the agenda, please make your comments at this time. Please limit your comments to 3 minutes.

A Long and Healthy Life

Health Action Priorities	Strategies	Time	Facilitator	Notes
Promote high value well-coordinated person-centered care that is available and accessible by all residents.	“It’s Up to Us” Subcommittee Update	6pm -6:15pm	Sandra DeBella-Bodley	See attached notes
Promote Healthy, Safe, Communities and Environments	Senior Center -Fall Prevention Program	6:15pm-6:35pm	Linda Civitello Julie Smith	
Support Behavioral Health Care as an Essential Component of Overall Well-Being Including Upstream Prevention	Starting a subcommittee	6:35pm-6:45pm	Alanna	

Educational Attainment

Health Action Priorities	Strategies	Time	Facilitator	Notes
Support Every Child Entering Kindergarten to be Ready to Succeed	SACA Cradle to Career			

Promote the Academic Success of Every Child In and Out of School				
Support Every Young Adult to Prepare for and Complete the Highest Level Of Education/training to Achieve Their Career Goals				

A Comfortable Standard of Living

Health Action Priorities	Strategies	Time	Facilitator	Notes
Promote Affordable, Accessible, Safe and Healthy Housing for All	Park Village – Grant Update	6:45pm-6:50pm	Alanna	
Promote Financial Stability and Independence	Health Action			

Values

Community Engagement	Strategies	Time	Facilitator	Notes
	Listening Session Update	6:50pm-7:05pm	Alanna Brogan Sandra DeBella-Bodley Marsha Sue	Done – WCHC, Labor Center, Luther Burbank, GHAC, Occidental Scheduled – Gravenstein Community Club, Bodega Bay, Sunrise Rotary Needs Scheduled – School, Noon Rotary, Fircrest, Park Village, 2 Community Meetings
	Community Survey	7:05pm-7:10pm	Marsha Sue	
	City Council	7:10pm-7:15pm		Date to go

Sustainability	Strategies	Time	Facilitator	Notes
Aligned Funds	PRIME Report and Rewarded Funding	7:15pm-7:20pm	Alanna	
	-Prime Budget Items Related to Health Action -Fire/ Ripple Effect -Rebuild Summit NBBJ	7:20pm-7:30pm	Alanna	Access-Transport, Lyft Paramedic Visits IHSS Homeless Projects Mental Health Telemedicine
Pooled Funds				

Palm Drive Health Care District

Members of the public have the right to speak on any item on the published agenda. If you wish to speak about a matter not on the published agenda, please make your comments during the portion of the meeting designated for Public Comments. Please limit your remarks to three minutes. Please note that, with some exceptions, the District Board does not engage in discussion or take action on non-agenized matters. However, the board may respond briefly to public comments, refer matters to staff; ask questions for clarification, or schedule matters for future agenda. Materials related to open session items on this agenda that are submitted to the Board or committee after distribution of the agenda packet are available for public inspection during normal business hours at 612 Petaluma Avenue, Sebastopol, CA.

Consent Items:

The Board agenda may include items on a consent calendar. Consent calendar items are routine matters or matters which have been reviewed by the board previously. These items may be approved by one motion without discussion unless a board member requests that the item be taken off the consent calendar. Items removed from the consent calendar will be taken up upon completion of action on the remainder of the items on the consent calendar.

American Disability Act (ADA)

The Sonoma West Medical Center complies with ADA (American Disabilities Act) requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact Janet Harris, Executive Assistant at (707) 823-3586.

**Executive Director's Report
 Palm Drive Healthcare District
 Board Meeting – 11/6/17**

Mission: Palm Drive Health Care District exists to deliver access to quality and compassionate health services responsive to the needs of our District.

Vision: Through engagement with our diverse West County population the district will promote improved health and well-being.

Values: Integrity, Leadership, Caring, Perseverance

Value Being Met	Topic	Discussion	Follow-Up
Perseverance	PRIME	<p>The annual PRIME report was sent on September 30, 2017. I want to acknowledge Beverly Boyd, Ladonne Easton and Eunice Pollard and the work they did to complete the report. We were eligible for \$900,000 and received \$623,000+ based on the report submitted. The IGT payment was made and we anticipate receiving the return IGT payment any day.</p> <p>Prime grant projects continue to unfold. The new Care Transitions Coordinator is now seeing patients in the home.</p> <p>The next goal we are currently planning for is a more extensive behavioral health component.</p>	<p>12/4/17</p> <p>The IGT payment from the State was received November.</p>
Caring	Park Village	<p>The homeless project for Park Village is progressing.</p> <p>On July 1, 2017, West County Community Services put a case manager and site manager on the property that will support all the residents of the park. There are about 8 spaces on the property for mobile homes so 8 homeless families will be housed in the first year.</p>	<p>9/11/17</p> <p>The Governing Body is considering a grant for \$67,000 from West County Community Services. This will fall under the PRIME grant. It has been approved by the PRIME Steering Committee, Governing Body Finance Committee and awaits approval from the Governing Body.</p>

	<p>PRIME steering committee will consider a grant request from West County Community Services for a community trailer and 2 housing units. Also, money to plan for Respite beds in the second year.</p>	<p>10/2/17 – Grant was approved at the special GB meeting Thursday 9/27/17. 11/6/17 – Awaiting Prime money to provide money approved for this grant. 12/4/17 – 11/28/17 – The money for this grant was given to West County Community Services for the 2 mobile homes for homeless families and for their community mobile home. The 2 mobile homes for homeless families are on the property already. Yeah!!</p>
Leadership	<p>A process was started with the SWMC leadership team on 11/29/17 to develop a strategic plan for emerging businesses within the organization. It is an exciting process. The hope is to have the plan completed within 2-3 months.</p>	
Leadership	<p>Planning for next year's Disaster Preparedness Event is underway. The suggested date for this is April 7, 2018.</p>	
Leadership	<p>A survey was sent out through Cittaslow to area residents to ask about what their health care priorities were and we got a 100 surveys back. We have completed 4 listening sessions and have 2 scheduled in March. We will have 2 community sessions in January or February. Outcomes will all be summarized for the Board.</p>	