



AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>Committee: Dr. Noel Chun as chair and herself as second chair.</p> <p>Dr. Chun and Ms. Diehl concurred their appointments.</p> <p>Ms. Diehl announced the following appointments of Board Members to the BCHD Policy Committee: Dr. Noel Chun as chair and Ms. Vanessa Poster as second chair.</p> <p>Dr. Noel Chun and Ms. Poster concurred their appointments.</p> <p>Ms. Diehl announced the following appointments of Board Members to the BCHD Properties Committee: Herself as chair and Ms. Lenore Bloss as second chair.</p> <p>Ms. Jane Diehl and Ms. Bloss concurred their appointments.</p> <p>Ms. Diehl announced the following appointments of Board Members to the BCHD Strategic Planning Committee: Ms. Lenore Bloss as chair and Ms. Vanessa Poster as second chair.</p> <p>Ms. Lenore Bloss and Ms. Poster concurred their appointments.</p>	<p>Ms. Diehl <b>concurred</b> her appointment as second chair to the Finance Committee.</p> <p>Dr. Chun <b>concurred</b> his appointment as chair and Ms. Poster <b>concurred</b> her appointment as second chair to the Policy Committee.</p> <p>Ms. Diehl <b>concurred</b> her appointment as chair and Ms. Bloss <b>concurred</b> her appointment as second chair to the Properties Committee.</p> <p>Ms. Bloss <b>concurred</b> her appointment as chair and Ms. Poster <b>concurred</b> her appointment as second chair to the Strategic Planning Committee.</p>
<p><b>V. Program and Staff Reports</b></p> <p><b>A. Chief Executive Officer</b></p>	<p>Ms. Diehl invited Ms. Susan Burden, Chief Executive Officer, to address the Board of Directors.</p> <p>Ms. Burden referred the Board to the written report.</p> <p>Ms. Burden highlighted the following:</p> <ul style="list-style-type: none"> <li>• Intention to not ask for a contract</li> </ul>	

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	<p>extension when current contract expires on October 31<sup>st</sup>, 2016.</p> <ul style="list-style-type: none"> <li>• This board is a remarkable set of people to decide who the next leadership for the agency.</li> <li>• Committed to the stability going forward.</li> <li>• Recommendation to the board is to bring Ms. Terri Black of Terri Black &amp; Company Inc. for professional executive recruitment.</li> <li>• Ms. Jacqueline Sun is being pulled in for Legislative work at the state level and at the county on BCHD's behalf. She will be joining Dr. Michelle Bholat and Mr. Lesley Dickey to BCHD's Legislative Day in April.</li> <li>• Leap and Bound, a BCHD tenant, has renewed for a 10 year lease contract.</li> <li>• Toddler Town is booming and are planning to extend the operating hours.</li> <li>• Volunteer Recognition Brunch will be held on American Martyrs on Saturday, April 30<sup>th</sup>, 2016 at 10:00 am. We have between 150-300 volunteers attending.</li> <li>• All Board members have confirmed their attendance to the Association of California Healthcare Districts (ACHD) Annual Meeting in May.</li> </ul>	
<b>B. Legal Counsel</b>	Mr. Lundy had no report.	
<b>VI.A. Community Health Committee</b>	Dr. Bholat reported that the Community Health Committee did not meet. We will solicit from the committee chairs dates for the next meeting.	
<b>VI.B. Finance Committee Treasurer's Report</b>  <b>1. Action Item:</b> <b>Approve Checks No. 65178 through No. 65396 totaling \$416,087.95 for Accounts Payable for the Month of February 2016.</b>	<p>Dr. Chun reported that the Finance Committee did not meet. The next meeting will take place in May 2016 to review the proposed 2016-2017 budget and the last audit.</p> <p>Dr. Chun recommended approval of Checks No. 65178 through No. 65396 totaling \$416,087.95 for Accounts Payable for the Month of February 2016.</p>	<p>It was <b>Moved and Seconded</b> (Chun/Poster) to approve Checks No. 65178 through No. 65396 totaling \$416,087.95 for Accounts Payable for the Month of February 2016. Dr. Bholat, Ms. Bloss, Dr. Chun, Ms. Diehl and Ms. Poster voted yes.  <b>Motion Carried</b></p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
		Unanimously
<p><b>VI.C. Policy Committee</b></p> <p><b>1. <u>Action Item:</u> Approve Policy Number 6100: Financial Operations</b></p> <p><b>2. <u>Action Item:</u> Approve Policy Number 6120: Budget Preparation</b></p>	<p>Ms. Poster reported that the Policy Committee met on March 8<sup>th</sup>, 2016 and discussed the revision of policies.</p> <p>Ms. Poster invited Ms. Marilyn Rafkin, Executive Assistant to the CEO – Special Projects to the podium.</p> <p>Ms. Rafkin highlighted the following:</p> <ul style="list-style-type: none"> <li>• Every year we go over sections of the policy manual and this year was the Finance section. Three policies were pulled from Finance and two were approved last year: <ul style="list-style-type: none"> <li>○ Accounting for Fixed Assets</li> <li>○ Investment Policy</li> </ul> <p>The third that was pulled, Purchasing, is currently with Mr. Lundy and will come to the board for approval at a future date.</p> </li> <li>• First policy on the agenda is Policy 6100: Financial Operations. No substantive changes except grammatical errors, titles, and formatting.</li> </ul> <p>Ms. Diehl made a motion to approve Policy Number 6100: Financial Operations.</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6120: Budget Preparation. No substantive changes except title changes</li> </ul> <p>Ms. Diehl made a motion to approve Policy Number 6120: Budget Preparation.</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6100: Financial Operations. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p> <p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6120: Budget Preparation. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion</b></p>

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<p>3. <b>Action Item:</b>  <b>Approve Policy Number 6130: Principal Preservation</b></p>	<ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6130: Budget Preparation. No changes.</li> </ul> <p>Ms. Diehl made a motion to approve Policy Number 6130: Principal Preservation</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6140: Disbursement of Funds. There were title changes and wording changes.</li> </ul>	<p><b>Carried Unanimously</b></p> <p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6130: Principal Preservation. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p>4. <b>Action Item:</b>  <b>Approve Policy Number 6140: Disbursement of Funds</b></p>	<p>Ms. Diehl made a motion to approve Policy Number 6140: Disbursement of Funds</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6150: Fund Accounting. There were title changes and clean up. Another change was the change from 501 c3 to 501 c4.</li> </ul>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6140: Disbursement of Funds. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p>5. <b>Action Item:</b>  <b>Approve Policy Number 6150: Fund Accounting</b></p>	<p>Ms. Diehl made a motion to approve Policy Number 6150: Fund Accounting</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6150: Fund Accounting. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>

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<p>6. <b>Action Item:</b>  <b>Approve Policy Number 6170: Fund Balance</b></p>	<ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6170: Fund Balance. There were no substance changes.</li> </ul> <p>Ms. Diehl made a motion to approve Policy Number 6170: Fund Balance</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6180: Credit Card Usage. There were title changes</li> </ul>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6170: Fund Balance. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p>7. <b>Action Item:</b>  <b>Approve Policy Number 6180: Credit Card Usage</b></p>	<p>Ms. Diehl made a motion to approve Policy Number 6180: Credit Card Usage</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy 6190: Customer Payment Arrangements. There were no changes.</li> </ul>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6180: Credit Card Usage. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p>8. <b>Action Item:</b>  <b>Approve Policy Number 6190: Customer Payment Arrangements</b></p>	<p>Ms. Diehl made a motion to approve Policy Number 6190: Customer Payment Arrangements</p> <ul style="list-style-type: none"> <li>• Ms. Rafkin stated that the next is Policy</li> </ul>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6190: Customer Payment Arrangements. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>

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<p><b>9. Action Item: Approve Policy Number 6200: Fraud</b></p>	<p>6200: Fraud. There were title changes.</p> <p>Ms. Diehl made a motion to approve Policy Number 6200: Fraud</p> <p>Ms. Poster stated that the next is a new policy. Policy Number 4095: Appointing of High School Students as Community Committee Members. We added that in addition to letters of recommendation from a school administrator, a letter of recommendation should be also include from a teacher and a friend. Students will join the Finance Committee, Strategic Planning Committee and the Community Health Committee. The students will have a vote, but it will not be included as part of the quorum. Mr. Lundy stated that in order to implement this, the By-Laws will have to be amended.</p> <p>Discussion Ensued</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 6200: Fraud. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p><b>10. Action Item: Approve New Policy Number 4095: Appointing of High School Students as Community Committee Members</b></p>	<p>Ms. Diehl made a motion to approve Policy Number 4095: Appointing High School Students as Community Committee Members.</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to approve Policy Number 4095: Appointing High School Students as Community Committee Members. Ms. Diehl, Ms. Poster, Dr. Bholat, Dr. Chun and Ms. Bloss voted yes. <b>Motion Carried Unanimously</b></p>
<p><b>VI.D. Properties Committee</b></p>	<p>Ms. Diehl reported that the Properties Committee did not meet. The next meeting will take place prior to the 2016-2017 budget adoption to review potential capital expenditures related to the 514 N. Prospect building in Redondo Beach.</p>	
<p><b>VI.E. Ad Hoc Properties Committee</b></p>	<p>Dr. Chun reported that the Ad Hoc Properties Committee met on March 23<sup>rd</sup>, 2016. He asked Mr. Leslie Dickey, Executive Director of Real</p>	

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<p><b>1. Action Item: Approval to Award Contract to Orbach, Huff, Suarez &amp; Henderson LLP for Legal Services Related to Design &amp; Construction Issues on the Senior Housing Projects.</b></p>	<p>Estate, up to the podium.</p> <p>Mr. Dickey Highlighted the following:</p> <ul style="list-style-type: none"> <li>• Reviewed a Request for Qualifications (RFQ) we have out for architecture that are due on April 11<sup>th</sup>, 2016. We may have a recommended firm for the board for the May Board Meeting. Discussed having a selection committee review the proposals and identify the 2 top ranked firms to go into negotiations.</li> <li>• Senate bill in process that would expand the use of design build contract delivery to all healthcare districts in the state. There are currently 4 healthcare districts in California that can use Design Build, an alternate process often called best value that allows superior cost control, as a contract delivery method instead of low-bid.</li> <li>• The Design build process allows you to build in a contingency for unexpected things that may come up.</li> </ul> <p>Ms. Diehl recommended that the Board approve awarding a contract to Orbach, Huff, Suarez &amp; Henderson LLP for legal services related to design &amp; construction issues on the Senior Living Projects.</p> <p>Dr. Chun let the board know that they discussed the necessity to retain legal counsel particularly for a public works project of this nature because we anticipate that possible things can come up. He continued that someone having expertise in public sector construction would be helpful for us to head off any sort of problems.</p>	<p>It was <b>Moved and Seconded</b> (Chun/Bloss) to Approve awarding a contract to Orbach, Huff, Suarez &amp; Henderson LLP for legal services related to design &amp; construction issues on the Senior Living Projects. Dr. Bholat, Ms. Bloss, Dr. Chun, Ms. Diehl and Ms. Poster voted yes. <b>Motion Carried Unanimously</b></p>
<p><b>VI.F. Strategic Planning Committee</b></p>	<p>Ms. Poster reported that the Strategic Planning Committee did not meet. The Strategic Planning Half-Day will be held on Friday, May 13<sup>th</sup>, 2016 from 8:30am – 12:30pm at the Redondo Beach Historic Library. All board members have confirmed their attendance.</p>	
<p><b>VII. Old Business</b></p>	<p>There was no Old Business</p>	



AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p data-bbox="154 136 418 163"><b>VIII. New Business</b></p> <p data-bbox="154 338 483 1003"><b>1. <u>Discussion and Action Item:</u> Consideration and Direction to Staff Regarding the Boards Plan to Either Directly Contract with the Recommended Professional Executive Recruitment Firm of Terri Black and Company Inc. or Direct Staff to go for Public Bid for Professional Executive Recruitment Services</b></p>	<p data-bbox="516 136 1117 268">Ms. Jane Diehl announced the notice from Ms. Susan Burden, Chief Executive Officer, to not extend her employment effective October 31<sup>st</sup>, 2016 per current contract.</p> <p data-bbox="516 338 1122 569">Ms. Jane Diehl recommended that the Board discuss the consideration and direction to staff regarding the boards plan to either directly contract with the recommended professional executive recruitment firm of Teri Black and Company Inc. or direct staff to go for public bid for professional executive recruitment services.</p> <p data-bbox="516 772 857 800">Board Discussion Ensued.</p> <p data-bbox="516 842 1143 1003">Ms. Poster stated that we enjoyed working with Teri last time as it was a well-organized process. She continued that it is not a very expensive bid and she encourages sticking with the known quantity that we know does a great job.</p> <p data-bbox="516 1045 1143 1108">Ms. Diehl asked Ms. Teri Black of Teri Black and Company, Inc. to the podium.</p> <p data-bbox="516 1150 1127 1213">Ms. Black highlighted the following in answered board member questions:</p> <ul data-bbox="565 1213 1143 1873" style="list-style-type: none"> <li data-bbox="565 1213 1122 1507">• The most important thing is being confident that the recruiter understands the fundamental aspects of special districts vs. private sectors, non-profit city county government. The magic a recruiter should bring is finding a good match for the organization for the community and one that can help the board achieve the goals.</li> <li data-bbox="565 1518 1013 1612">• The firm is known for delivering personalized services and only represent local government.</li> <li data-bbox="565 1623 1133 1717">• Need the recruiter to understand the organization, its personalities, the board, the staff, and the community.</li> <li data-bbox="565 1728 1133 1822">• Placed a number of current serving city managers and executive team members in their positions in the South Bay.</li> <li data-bbox="565 1833 1117 1873">• The approach to fulfill the CEO position will be casting a wide net so the board</li> </ul>	<p data-bbox="1170 338 1528 800">It was <b>Moved and Seconded</b> (Poster/Chun) to discuss the consideration and direction to staff regarding the boards plan to either directly contract with the recommended professional executive recruitment firm of Teri Black and Company Inc. or direct staff to go for public bid for professional executive recruitment services</p>

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<p><b>2. Action Item: Approval to award contract to Teri Black &amp; Company Inc. for Professional Executive Recruitment Services</b></p>	<p>can have a wide range of options.</p> <ul style="list-style-type: none"> <li>• Will meet individually and as a group with the board to get feedback to design the perfect CEO going forward and feedback on priorities. Also, meet with the executive team and hear from the community to get feedback.</li> </ul> <p>Ms. Poster withdrew her previous motion and motioned to recommend that we hire Teri Black &amp; Company, Inc. and direct staff to proceed with the next steps in entering to the contract.</p> <p>Ms. Bloss asked if we need to specify that the contract would be as it was outlined in the scope of work that was presented with the dollar value that was there.</p> <p>Ms. Poster agreed to this and asked to amend the motion to include the \$20,000 professional fee and the reimbursable expenses fee not to exceed \$11,500.</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chun) to award a contract to Teri Black &amp; Company, Inc. for professional Executive Recruitment Services.</p> <p>It was <b>Moved and Seconded</b> (Poster/Chun) to amend the motion to include the \$20,000 professional fee and the reimbursable expenses fee not to exceed \$11,500. Dr. Bholat, Ms. Bloss, Dr. Chun, Ms. Diehl and Ms. Poster voted yes. <b>Motion Carried Unanimously</b></p>
<p><b>IX. Board Member Reports</b></p>	<p>Dr. Chun reported that he attended:</p> <ul style="list-style-type: none"> <li>• Blue Zones Project Certification</li> </ul> <p>Ms. Poster reported that she attended:</p> <ul style="list-style-type: none"> <li>• Livewell, Diwell Event</li> </ul> <p>Dr. Bholat reported that she attended:</p> <ul style="list-style-type: none"> <li>• ACHD Meeting prepping for the Legislative Day</li> <li>• Legislative Hearing</li> <li>• Blue Zones Project Certification</li> </ul> <p>Ms. Bloss reported that she attended:</p> <ul style="list-style-type: none"> <li>• Blue Zones Project Certification</li> <li>• South Bay COG of Technology</li> <li>• Livewell, Diwell Event</li> </ul>	

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	<p>Ms. Diehl reported that she attended:</p> <ul style="list-style-type: none"> <li>• Blue Zones Project Certification</li> <li>• South Bay COG of Technology</li> <li>• Hermosa State of the City</li> <li>• Attending next week's Redondo Beach Round Table</li> <li>• Attending Friday's Meet &amp; Greet with Senator Ben Allen</li> </ul>	
<p><b>X. Announcements/ Questions and Referrals to Staff</b></p>	<p>Ms. Diehl announced that shes been told by parents that they have been told by their kids to slow down from the Mind Up activities being presented in the schools.</p> <p>Ms. Diehl stated that the Livewell, Diewell, it was held during the daytime, and wanted to know if we've thought about doing one in the evening hours. Ms., Burden stated that this was a pilot project and we will be looking into budgeting for future ones.</p> <p>Ms. Diehl stated she spoke to Ms. Burden about how the leaders of the communities need to help promote and it was suggested to think about having a State of the Health District event for this.</p>	
<p><b>XI. Adjournment</b></p>	<p>Ms. Dielh moved to adjourn the meeting.</p>	<p>There being no further business, Ms. Diehl <b>Moved</b> to adjourn the meeting. Meeting adjourned at 7:48 p.m.</p>

The next Regular Meeting of the Beach Cities Health District Board of Directors is scheduled for Wednesday, April 27<sup>th</sup>, 2016 at 6:30 p.m. in the Beach Cities Room of the Beach Cities Health Center, located at 514 N. Prospect Avenue, Redondo Beach, California