

**REGULAR MEETING
BOARD OF DIRECTORS
BEACH CITIES HEALTH DISTRICT
July 22, 2015**

A Regular Meeting of the Board of Directors of the Beach Cities Health District was called to order in the Beach Cities Room of the Beach Cities Health Center at 6:35 p.m.

Members Present: Dr. Michelle Bholat
Jane Diehl
Vanessa Poster

Members Absent: Dr. Robert Grossman
Dr. Noel Chun

Legal Counsel Present: Bob Lundy, Hooper, Lundy & Bookman
Staff Present: Susan Burden, CEO

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
Call to Order	Ms. Poster opened the meeting.	
Public Discussion	Ms. Poster asked if any member of the public would like to address the Board on any issue not on the agenda. No one from the public stepped forward.	
Review and Approval of the Minutes of the June 24, 2015 Regular Meeting	The Board reviewed the Minutes of the June 24, 2015 Regular Meeting.	After review, it was Moved and Seconded (Diehl/Bholat) to approve the minutes of the June 24, 2015 Regular Meeting. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried
Salute to the Flag	This item was taken out of order. Ms. Poster invited Ms. Megan Vixie, Director of Human Resources, to lead the salute to the flag.	
Staff Recognition Ten Year Anniversary: Megan Vixie, Director of Human Resources	Ms. Poster invited Ms. Susan Burden, Chief Executive Officer, to the podium. Ms. Berling invited Ms. Megan Vixie, Director of Human Resources, to join her at the podium and thanked her for her ten years of service. Ms. Burden gave a summary of Ms. Vixie's history and advancement at the District from when she started as Volunteer Coordinator to reaching her current position as Director of Human	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p>Ten Year Anniversary: Jessica Martinez, Community Services</p>	<p>Resources, while completing her master's degree. She emphasized how Ms. Vixie always has the employee's best interest at heart. Ms. Burden introduced Ms. Vixie's family, husband Blaine and son Gavin.</p> <p>Ms. Vixie thanked the Board for the honor and privilege of working at BCHD and thanked her mentors at the District.</p> <p>Ms. Poster invited Ms. Kerianne Lawson, Director of Community Services, to the podium.</p> <p>Ms. Lawson invited Mr. Michael Reighley, Care Management Coordinator and Ms. Jessica Martinez, Care Manager, to join her at the podium. Mr. Reighley thanked Ms. Martinez for her ten years of service. Mr. Reighley gave a summary of Ms. Martinez' history at the District and highlighted her over 1,000 home visits and her role as caregiver group facilitator, field instructor and Errand Volunteer supervisor. He concluded with a quote from one of Ms. Martinez' clients.</p> <p>Ms. Martinez thanked her mentors at the District. She expressed her appreciation for the opportunities for personal and professional growth. She said how rewarding it is to know that we are making a difference in our clients' lives.</p>	
	<p>Ms. Poster announced that Dr. Robert Grossman, Board of Directors, is in the hospital after a tragic fall and that our thoughts and prayers are with the family. She requested a minute of silence in his honor.</p>	
<p>Program and Staff Reports</p> <p>A. Chief Executive Officer Honoring Dr. Lisa Santora, Chief Medical Officer</p>	<p>Ms. Poster invited Ms. Susan Burden, Chief Executive Officer, to address the Board of Directors.</p> <p>Ms. Burden announced that Dr. Lisa Santora, Chief Medical Officer, will be leaving BCHD to relocate to Northern California and we are here to honor Dr. Santora's work. She talked about what a difference Dr. Santora has made in this agency and how she has set the groundwork to measurably change community health. Ms. Burden spoke about what a unique and brilliant woman Dr. Santora is and how honored she is</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>to have worked with her. Ms. Burden invited Dr. Santora to join her at the podium to honor her.</p> <p>Dr. Santora talked about her personal mission of bridging family medicine and preventive medicine. She talked about how she started as a volunteer on the Community Health Committee and then was employed by the District as Chief Medical Officer. She said that she was honored to join an amazing team at the District and how she learned so much from so many people. She thanked the Board of Directors for its good governance and trusted stewardship. She thanked Susan Burden, Chief Executive Officer, the directors, the staff, volunteers and community partners for their support and teaching.</p> <p>Ms. Poster thanked Dr. Santora and said she will miss her.</p> <p>Ms. Burden continued with her staff report:</p> <ul style="list-style-type: none"> • Executive Assistant Gloria Carroll's sister passed away today • Referred the Board to the article in the Los Angeles Times and related how much positive public attention it has garnered • Thank you to the Communications Department for the high community value they bring to the District • Special Olympics <ul style="list-style-type: none"> ○ Thank you to Barbara ramsey-Duke for all her hard work on the local events ○ Thank you to Dr. Santora for coordinating the medical supervision • There is no Board meeting in August but the President may call a special meeting if needed 	
<p>B. Chief Medical Officer</p> <p>Update on Immunization and SB277</p>	<p>Ms. Poster invited Dr. Lisa Santora, Chief Medical Officer, to the podium.</p> <p>Dr. Santora talked about the rise in vaccine preventable illness and death related to parents using the personal belief exemption. She gave an update on SB277, the new California law that removes the personal belief exemption from vaccination requirements for children. There has been a lot of vocal criticism of the bill. California is the third state to disallow personal</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	belief exemptions.	
C. Communications Department Update	<p>Ms. Poster invited Ms. Cristan Higa, Director of Communications to the podium. Ms. Higa gave an update on the activities of the Health Promotions and Communications Department:</p> <ul style="list-style-type: none"> • Community Goals: <ul style="list-style-type: none"> ○ Create awareness and understanding ○ Hub of health and well-being resources ○ Engage residents and create action • Summary of the Department Services: <ul style="list-style-type: none"> ○ BCHD programs and facilities supported by department ○ Six employees ○ Branding ○ Outreach ○ Events/Partnerships ○ Newsletters ○ Member Retention for fitness facilities ○ Website ○ Social Media ○ Surveys ○ Public Relations ○ Average of 71 work requests per month (increased an average of 13 per month this year) • Awareness of Beach Cities Health District (Gallup Poll 2013): <ul style="list-style-type: none"> ○ 77% of population aware ○ 92% of them view BCHD favorably • Fiscal Year 2014-15 Highlights and Successes: <ul style="list-style-type: none"> ○ 115 community events ○ 6,500 one-on-one communications with event participants ○ 168 event volunteers ○ Promotional materials for Get Vaccinated, Harbor Gateway Improvement Project, Center for Health & Fitness, AdventurePlex, BCHD, Blue Zones Project, etc. ○ LiveWell Magazine delivered quarterly to 65,000 homes in District ○ Six (6) newsletters 	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<ul style="list-style-type: none"> ○ Social media ○ 38% Increase in Website Sessions Since June 2014 ○ Los Angeles Times feature article ○ 101% Increase in news coverage since 2013 • Looking Forward: <ul style="list-style-type: none"> ○ Focused on the mission ○ Continuing to evolve ○ Refresh Website ○ AdventurePlex's New Toddler Area/Programming 	
D. Legal Counsel	Mr. Lundy had no report.	
Community Health Committee	Dr. Michelle Bholat reported that the Community Health Committee did not meet and will meet in September.	
Finance Committee Treasurer's Report 1. Action Item: Approve Checks No. 63475 through No. 63750 totaling \$1,498,320.08 for Accounts Payable for the Month of June 2015	Ms. Poster recommended approval of Checks No. 63475 through No. 63750 totaling \$1,498,320.08 for Accounts Payable for the Month of June 2015.	It was Moved and Seconded (Poster/Diehl) to approve Checks No. 63475 through No. 63750 totaling \$1,498,320.08 for Accounts Payable for the Month of June 2015. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried
Policy Committee 1. Action Item: Approve Human Resource Policies: a. Revised Policy Number 3050: Holidays, Vacations and Sick Leave b. Revised Policy Number 3825: Alcohol & Drug Abuse	<p>Ms. Poster reported that the Policy Committee met in June. Ms. Poster said that the policies would be taken in four sections. She asked if anyone wanted to take any policies out to discuss individually. No policies were taken out for separate consideration.</p> <p>Ms. Poster made a motion to approve Revised Human Resources Policy Number 3050: Holidays, Vacations and Sick Leave and Revised Policy Number 3825: Alcohol and Drug Abuse.</p>	After review, it was Moved and Seconded (Poster/Bholat) to approve Revised Human Resources Policies Number 3050: Holidays, Vacation and Sick Leave and Revised Policy 3825: Alcohol and Drug Abuse. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p>2. Action Item: Approve Finance Policy:</p> <p>a. Revised Policy Number 6210: Accounting for Fixed Assets</p>	<p>Ms. Poster made a motion to approve Revised Finance Policy Number 6210: Accounting for Fixed Assets</p>	<p>After review, it was Moved and Seconded (Poster/Diehl) to approve Revised Finance Policy Number 6210: Accounting for Fixed Assets. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried</p>
<p>3. Action Item: Approve Operations Policies:</p> <p>a. Revised Policy Number 4010: Conflict of Interest</p> <p>b. Revised Policy Number 4020: Conflict of Interest Code</p> <p>c. Revised Policy Number 4030: Access to Public Records</p> <p>d. Revised Policy Number 4030a: Application for Inspection of Public Records</p> <p>e. Revised Policy Number 4040: Records Retention</p> <p>f. Revised Policy Number 4050: Micro-Enrichment Grants</p> <p>4050a: Micro-Enrichment Grant Application and Agreement</p> <p>4050b: Micro-Enrichment Grant Final Report</p>	<p>Ms. Poster made a motion to approve Revised Operations Policies Number 4010: Conflict of Interest; 4020: Conflict of Interest Code; 4030: Access to Public Records; 4030a: Application for Inspection of Public Records; 4040: Records Retention; 4050: Micro-Enrichment Grants; 4050a: Micro-Enrichment Grant Application and Agreement; 4050b: Micro-Enrichment Grant Final Report; 4060: Public Complaints; 4070: Strategic Plan; 4080: Use of Meeting Rooms; 4090: Appointment of Community Committee Members; 4100: Travel and Reimbursement; 4120: Contracts for Public Service Agency Services; 4130: Health Funds; 4140: Volunteer Services; and, 4150: Memorial Fund.</p> <p>Ms. Poster highlighted Policy Number 4100: Travel and Reimbursement and informed the Board that they will be receiving a procedure on how to submit for reimbursement that will require them to be very specific on receipts in order to be in compliance with audit requirements.</p>	<p>It was Moved and Seconded (Poster/Bholat) to approve Revised Operations Policies Number 4010: Conflict of Interest; 4020: Conflict of Interest Code; 4030: Access to Public Records; 4030a: Application for Inspection of Public Records; 4040: Records Retention; 4050: Micro-Enrichment Grant; 4050a: Micro-Enrichment Grant Application and Agreement; 4050b: Micro-Enrichment Grant Final Report; 4060: Public Complaints; 4070: Strategic Plan; 4080: Use of Meeting Rooms; 4090: Appointment of Community Committee Members; 4100: Travel and Reimbursement; 4120: Contracts for Public Service Agency Services; 4130: Health Funds; 4140: Volunteer Services; and, 4150: Memorial Fund. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried</p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p>Number 4060: Public Complaints</p> <p>g. Revised Policy Number 4070: Strategic Plan</p> <p>h. Revised Policy Number 4080: Use of Meeting Rooms</p> <p>i. Revised Policy Number 4090: Appointment of Community Committee Members</p> <p>j. Revised Policy Number 4100: Travel and Reimbursement</p> <p>k. Revised Policy Number 4120: Contracts for Public Service Agency Services</p> <p>l. Revised Policy Number 4130: Health Funds</p> <p>m. Revised Policy Number 4140: Volunteer Services</p> <p>n. Revised Policy Number 4150: Memorial Fund</p>		
<p>4. Action Item: Delete Policy Number 4110: Advertising in BCHD Publications</p>	<p>Ms. Poster explained that Policy Number 4110: Advertising in BCHD Publications is no longer needed because there is no advertising.</p> <p>Ms. Poster made a motion to delete Policy Number 4110: Advertising in BCHD Publications.</p>	<p>After review, it was Moved and Seconded (Poster/Diehl) to delete Policy Number 4110: Advertising in BCHD Publications. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried</p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	Ms. Diehl commented that it is very helpful to review the policies on a regular basis and that it helps the Board provide good governance.	
<p>Properties Committee</p> <p>Action Item: Approve Issuance of Request for Qualifications (RFQ) for professional consultants (Parking Consultant, Civil Engineering Consultant, Master Plan Architect, Geotechnical Consultant, and Environmental Consultant) for planned Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277.</p>	<p>Ms. Diehl reported that the Properties Committee met on June 29th.</p> <p>Ms. Burden gave a summary of planning for the use of the property at 514 North Prospect Avenue. The first step is to investigate qualifications of potential consultants. There is no funding requested at this time. Requests for funding will come back to the Board for approval.</p> <p>Ms. Diehl made a motion to issue a Request for Qualifications (RFQ) for professional consultants (Parking Consultant, Civil Engineering Consultant, Master Plan Architect, Geotechnical Consultant, and Environmental Consultant) for planned Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277.</p> <p>Upon legal review, Bob Lundy requested a change in the language to “authorize the Chief Executive Officer, in consultation with legal counsel and the Ad Hoc Committee, to exercise her discretion as to whether to issue a RFQ . . .”</p> <p>Ms. Diehl reported that the Committee met with representatives from Collier’s International, the leasing agent for the third floor of the 514 North Prospect Avenue property. They discussed the challenges of leasing a space of over 10,000 square feet.</p>	<p>It was Moved and Seconded (Diehl/Poster) to authorize the Chief Executive Officer, in consultation with legal counsel and the Ad Hoc Committee, to exercise her discretion as to whether to Issue a Request for Qualifications (RFQ) for professional consultants (Parking Consultant, Civil Engineering Consultant, Master Plan Architect, Geotechnical Consultant, and Environmental Consultant) for planned Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277.</p> <p>Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance.</p> <p>Motion Carried</p>
<p>Strategic Planning Committee</p> <p>Action Item: Appointment of Community Member to the Strategic Planning Committee</p>	<p>Ms. Poster reported that the Strategic Planning Committee did not meet.</p> <p>Ms. Poster made a motion to approve the appointment of Dr. Gary Chuang to the Strategic Planning Committee effective July 22, 2015 through June 30, 2017.</p>	<p>It was Moved and Seconded (Poster/Bholat) to approve the appointment of Dr. Gary Chuang to the Strategic Planning Committee effective July 22, 2015 through June 30, 2017.</p> <p>Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance.</p> <p>Motion Carried</p>
Old Business	There was no Old Business	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p>New Business</p> <p>A. <u>Action Item:</u> Approve the Formation and Appoint an Ad Hoc Properties Committee: Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277</p> <p>B. <u>Discussion:</u> Potential Addition of Community Youth Representatives to Committees or Board</p>	<p>Ms. Poster made a motion to form an Ad Hoc Committee and to appoint Ms. Diehl and Dr. Chun.</p> <p>Mr. Bob Lundy gave the four requirements for setting up an Ad Hoc Committee and the wording was added to the action item:</p> <ol style="list-style-type: none"> 1. Advisory only 2. Two Board members 3. Limited, defined purpose 4. Limited in duration <p>Ms. Poster revised her motion and made a motion to approve the Formation of and appoint an advisory Ad Hoc Properties Committee and appointment consisting solely of Board members Dr. Noel Chun and Jane Diehl for a two-year period unless specifically extended by the board of Directors with respect to: Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277</p> <p>Ms. Diehl reported that she learned at the Association of California Healthcare Districts annual meeting that some districts have youth representation on their boards or on committees. The Board discussed this and requested a report from staff about ways to involve youth in the District.</p> <p>Dr. Bholat requested the percentage of BCHD volunteers who are 18 years old or younger.</p>	<p>It was Moved and Seconded (Poster/Bholat) to approve the Formation of and appoint an advisory Ad Hoc Properties Committee and appointment consisting solely of Board members Dr. Noel Chun and Jane Diehl for a two-year period unless specifically extended by the Board of Directors with respect to: Senior Living Project at 514 North Prospect Avenue, Redondo Beach, CA 90277. Dr. Bholat, Ms. Poster and Ms. Diehl voted yes. Dr. Chun and Dr. Grossman were not in attendance. Motion Carried</p> <p>Staff report:</p> <ul style="list-style-type: none"> • Recommendation-- what committees could involve youth and how to do it • Opportunities for youth to be involved in District advisory activities • Percentage of BCHD volunteers who are 18 years old or younger
<p>Board Member Reports</p>	<p>Ms. Diehl reported that she attended:</p> <ul style="list-style-type: none"> • Redondo Beach Round Table Meeting • Zumba Free Fitness • Properties Committee <p>Ms. Diehl informed the Board that Woman's World Magazine has interviewed her and will be doing a photo shoot in a feature article about how she lost weight using Blue Zones principles. It will be in the September issue.</p> <p>Ms. Poster reported that she attended:</p> <ul style="list-style-type: none"> • Zumba Free Fitness • Celebrate Wellness event for the Cancer Support Community 	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<ul style="list-style-type: none"> • Policy Committee <p>Dr. Bholat reported that she will attend the Special Olympics celebration on July 23rd. She announced that Martin Luther King Junior Community Hospital will be opening soon and the CEO and team are very interested in learning about BCHD.</p>	
Announcements/ Questions and Referrals to Staff	There were no announcements or questions and referrals to staff.	
Adjournment	Ms. Poster moved to adjourn the meeting in honor of Dr. Robert Grossman and asked everyone to keep him in their thoughts.	There being no further business, Ms. Poster Moved to adjourn the meeting. Meeting adjourned at 7:32 p.m.

The next Regular Meeting of the Beach Cities Health District Board of Directors is scheduled for Wednesday September 30, 2015 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