

**REGULAR MEETING
BOARD OF DIRECTORS
BEACH CITIES HEALTH DISTRICT
January 24th, 2018**

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 6:55 p.m.

Members Present: Dr. Michelle Bholat
Dr. Noel Chun
Jane Diehl
Vanessa Poster
Vish Chatterji

Members Not Present:

Legal Counsel Present: Robert Lundy, Hooper, Lundy & Bookman
Staff Present: Tom Bakaly, CEO

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
I. Call to Order-Salute to the Flag	Dr. Michelle Bholat opened the meeting and led the salute to the flag.	
II. Public Discussion	<p>Dr. Bholat asked if any member of the public would like to address the Board on any issue not on the agenda.</p> <p>Mr. Tom Bakaly read a letter sent by Ms. Mary Drummer regarding The Medical Reserve Corps (MRC) in response to the threat of mosquito – borne illnesses, which include zika, dengue and yellow fever, and chikungunya and how our district that includes the Beach Cities never participated so the MRC could not train or support our district, affecting the South Bay. It is Ms. Drummer's request that the BCHD Board use the weight of the organization to rectify the issue.</p> <p>Ms. Poster stated that BCHD should give city council a nudge to get information on the status on this and possibly take to the Policy Committee.</p> <p>Dr. Bholat stated that we have a supervisor in the district from the LA County so this would be a point of contact.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p>III. Election of Officers for the Board of Directors</p> <p>President</p> <p>President Pro-Tem</p> <p>Secretary/Treasurer</p>	<p>Dr. Bholat called for nominations of Officers for the Board of Directors</p> <p>Dr. Bholat called for nominations for the office of President 2018</p> <p>Ms. Poster nominated Dr. Chun. Ms. Diehl seconded the nomination</p> <p>There were no further nominations and Dr. Bholat closed the nominations</p> <p>Dr. Chun accepted the nomination</p> <p>Dr. Chun was elected to the office of President for the 2018.</p> <p>Dr. Chun called for nominations for the office of President Pro-Tem for 2018.</p> <p>Ms. Diehl nominated Ms. Poster. Mr. Chatterji seconded the nomination.</p> <p>There were no further nominations and Dr. Chun closed the nominations.</p> <p>Ms. Poster accepted the nomination</p> <p>Ms. Poster was elected to the office of President Pro-Tem for 2018 and the gavel was turned over to him.</p> <p>Dr. Chun called for nominations for the office of Secretary/Treasurer for 2018.</p> <p>Mr. Chatterji nominated Ms. Diehl. Ms. Poster seconded the nomination.</p> <p>There were no further nominations and Dr. Chun closed the nominations.</p> <p>Ms. Diehl accepted the nomination</p> <p>Ms. Diehl was elected to the office of Secretary/treasurer for 2018.</p>	<p>It was Moved and Seconded (Poster/Diehl) to elect Dr. Noel Chun to the office of President for 2018. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat Mr. Chatterji voted yes. Motion Carried</p> <p>It was Moved and Seconded (Diehl/Chatterji) to elect Ms. Vanessa Poster to the office of President Pro-Tem for 2018. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat Mr. Chatterji voted yes. Motion Carried</p> <p>It was Moved and Seconded (Chatterji/Poster) to elect Ms. Jane Diehl to the office of Secretary/Treasurer for 2018. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat Mr. Chatterji voted yes. Motion Carried</p>

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<p>IV. CEO Report</p> <p>A. Chief Executive Officer</p>	<p>Dr. Chun Invited Mr. Tom Bakaly, Chief Executive Officer, to address the Board of Directors</p> <p>Mr. Bakaly referred the Board to the written report.</p> <p>Mr. Bakaly highlighted the following:</p> <ul style="list-style-type: none"> • Worked on a BCHD video that gives a big picture view of BCHD and our work with the community • Pleased with the relationship with Little Company of Mary. Over 40 people from this partnership are now using Center for Health & Fitness • Working with City of Redondo Beach on comprehensive worksite wellness program that is modelled after the one we are currently implementing with our own staff called, "My Year of Well-Being" • Super Bowl 5K/10K will be held on February 4th in Redondo beach and we are coordinating the Kids Run again this year which starts at 7:00am 	
<p>V. Beach Cities Health District Staff Recognition</p> <p>Fifteen Year Anniversary</p> <p>Harvey Diamond Center for Health & Fitness</p>	<p>Ms. Cindy Foster, General Manager for AdventurePlex and Center for Health and Fitness highlighted the following:</p> <ul style="list-style-type: none"> • Mr. Diamond is very active in the community • Gives thoughtful tours to those that come in to CHF and finds out what people want and need <p>Mr. Harvey Diamond highlighted the following:</p> <ul style="list-style-type: none"> • Retired from a long term executive position at a corporation. Being in international marketing was used to communicating every single day. • His wife taught yoga at AdventurePlex and there was a job fair and was interviewed and was offered a job in 	

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<p>Aja Jordan AdventurePlex</p>	<p>CHF.</p> <ul style="list-style-type: none"> Enjoys talking to people and can relate to all the members in making the sales and established friendships <p>Ms. Cindy Foster, General Manager for AdventurePlex and Center for Health and Fitness highlighted the following:</p> <ul style="list-style-type: none"> Aja was at the same Job Fair as Mr. Diamond and was hired. Started as a floor staff and worked her way up to Manager Appreciate her as she is good and skilled and is talented as developing staff <p>Ms. Aja Jordan highlighted the following:</p> <ul style="list-style-type: none"> Gave thanks and is very fortunate to work with everyone Learned and grown so much and working with staff is very rewarding 	
<p>Five Year Anniversary</p> <p>Brenda Reyes AdventurePlex</p>	<p>Ms. Aja Jordan, AdventurePlex Manager highlighted the following:</p> <ul style="list-style-type: none"> Thanked Ms. Reyes for her services as she is very organized and delivers excellent customer services 	
<p>Emily Retana AdventurePlex</p>	<p>Ms. Aja Jordan, AdventurePlex Manager highlighted the following:</p> <ul style="list-style-type: none"> Thanked Ms. Retana for her top notch customer service in dealing with birthday parties 	
<p>Ruby Salazar AdventurePlex</p>	<p>Ms. Aja Jordan, AdventurePlex Manager highlighted the following:</p> <ul style="list-style-type: none"> Thanked Ms. Salazar for her services and stated that she is the point of contact at AdventurePlex and admires her so much 	

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<p>VI. Program and Staff Reports</p> <p>A. Mid-Year Financial Update</p>	<p>Dr. Chun Invited Ms. Monica Suua, Chief Financial Officer up to the podium.</p> <p>Ms. Suua highlighted the following:</p> <ul style="list-style-type: none"> • The actual cumulative six months July through December 2017 operating income is \$954,000 • The budgeted cumulative six months July through December 2017 operating income is \$619,000 • District wide revenues year-to-date December 2017 are \$6,211,000, a - \$4000 variance to the budget • District wide expenses year to date December 2017 are \$5,257,000, \$339,000 favorable to the budget • After deducting budget overages, the net remaining \$88,000 are mostly temporary savings that exist because of the timing of actual expenses incurred versus budgeted expenses • Looking forward, revenues for year-to-date are trending higher than budget; lease, property taxes and sunrise partnership are strong; health and fitness operations user fees close to budget; and interest is slightly favorable to the budget • Looking forward, expenses for legal, outside services, engineering and senior health fund services are expected to continue being over budget • All capitol approved will be used and rolled forward if not spent <p>Dr. Bholat asked if the Senior Health Find is an area where we would need additional money.</p> <p>Ms. Kerianne Lawson, Director of Life Span Services stated that it's the pool of money where we subsidize the purchase of service for low income seniors for things like non-medical healthcare and bathing assistance. The laws governing non-medical homecare have changed in California in the last 6 months, most significantly in overtime hours, so all agencies we are contracted with are coming back to us and it was unforeseen to see all these agencies</p>	

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	<p>coming back to us at the same time. She continued that this is something we are going to look at for next year.</p>	
<p>B. Legal Council</p>	<p>Mr. Lundy reported that we corrected a problem we had with Prospect One Articles of Corporation. This problem was during the formation of the Corporation. The article stated that the assets and cash were dedicated exclusively to educational and scientific activities. Secondly, upon dissolution of Prospect One Corporation, all of the assets would be distributed to non-profit 501c3. It did not say it would go to the District. Went back and did some research and it turns out the Board in Prospect One in 1989 had in fact made an amendment on these articles but the certificate had never been signed by the officers by that point. It turns out no action was required by the Board. It may have taken a number of years to get the Attorney General to approve the change, which explains why it was never signed. We have filed and Dr. Bholat and Ms. Poster have signed the certificate of amendment and it has been filed with the secretary of state's office</p>	
<p>VII. Activity Break/Mindfulness</p>	<p>Dr. Chun called for a break.</p> <p>Ms. Ali Steward, Director of Youth Services stated that we were at Hermosa Valley with the 8th grade class leading them through a series of activities on mindfulness, gratitude, empathy, and communication.</p> <p>Ms. Steward led a Mindfulness activity.</p>	
<p>VIII. Committee Reports</p> <p>A. Community Health Committee</p>	<p>Dr. Bholat reported that the Community Health Committee met on Monday, January 22nd, 2018.</p> <p>Dr. Steven Shoptaw from UCLA addressed the committee on Cannabis Use – Update on scientific and clinical perspectives. The committee had the opportunity to hear the latest information on the effects of cannabis on the brain and body throughout the lifespan.</p> <p>The committee also discussed the progress in the implementation of the Youth Substance</p>	

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<p>agencies as a participant of the California Asset Management Trust and to invest in shares of the trust and in individual portfolios</p>	<p>Dr. Chun added that this was also recommended by our financial advisors</p> <p>Ms. Poster recommended approval of Resolution 543 – To join with other public agencies as a participant of the California Asset Management Trust and to invest in shares of the trust and in individual portfolios</p>	<p>It was Moved and Seconded (Poster/Chun) to approve Resolution 543 – To join with other public agencies as a participant of the California Asset Management Trust and to invest in shares of the trust and in individual portfolios. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. Motion Carried</p>
<p>C. Policy Committee</p>	<p>Mr. Chatterji reported that The Policy Committee has not met. The committee meets on a quarterly basis. The committee will next meet on Tuesday, February 13th, 2018 at 4pm at the 1200 Del Amo St. Small conference room.</p>	
<p>D. Properties Committee</p>	<p>Ms. Diehl reported that The Properties Committee met on January 17th, 2018. The following items were on the agenda for discussion:</p> <ul style="list-style-type: none"> • Update on the Healthy Living Campus • Discussion on approval to award contract extension to VMA Communications Inc. for community engagement services in the amount of \$60,000 from January 31st, 2018 through July 31st, 2018 • Discussion on approval to amend contract with Nabih Youssef & associates structural engineers for structural engineering services required to analyze the existing above grade parking structure as part of the Healthy Living Campus Projects • Discussion on approval for the proposed lease to Vetsource Inc (ARB) in the amount of \$3,500 per month for an estimated four months for the use of the Flagler lot as storage area <p>The committee recommends we move forward with each of the mentioned items for board approval.</p>	

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<p>1. Discussion and potential action item: Approval to award contract extension to VMA Communications Inc. for community engagement services in the amount of \$60,000 from January 31st, 2018 through July 31st, 2018</p>	<p>Mr. Chatterji asked what the scope of this would be and Mr. Bakaly replied that the scope is a continuation of the services with community outreach.</p> <p>Dr. Chun added that they would assist with public relations and legislative assistance.</p> <p>Ms. Poster stated that we have spoken with someone who has experience on a ground view with community needs and asked about status. Mr. Bakaly replied that we did have a meeting and asked that a formal proposal be submitted.</p> <p>Ms. Diehl recommended approval to award contract extension to VMA Communications Inc. for community engagement services in the amount of \$60,000 from January 31st, 2018 through July 31st, 2018</p>	<p>It was Moved and Seconded (Diehl/Bholat) to approve awarding a contract extension to VMA Communications Inc. for community engagement services in the amount of \$60,000 from January 31st, 2018 through July 31st, 2018. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. Motion Carried</p>
<p>2. Discussion and potential action item: Approval to amend contract with Nabih Youssef & associates structural engineers for structural engineering services in the amount of</p>	<p>Ms. Diehl asked Mr. Leslie Dickey, Executive Director of Real Estate to the podium.</p> <p>Mr. Dickey highlighted the following:</p> <ul style="list-style-type: none"> • The Board approved a contract for this service in July 2017 • We are recommending that we have an amendment to their contract to include a structural analysis of the above grade parking structure at the 514 N. Prospect location <p>Dr. Chun asked if he believes they should also take a look at the 510 building. Mr. Dickey</p>	

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<p>\$30,300 required to analyze the existing above grade parking structures part of the Healthy Living Campus Projects</p>	<p>replied that this is something we have been thinking about. He continued that there is an allowance in the contract for reimbursable expenses and he can ask them to get the copies of the drawing which would fall under this. He continued that once they see them they can put together a proposal for it and bring it back to the Board. Dr. Chun and Ms. Poster agreed to this.</p> <p>Mr. Chatterji asked if we have to do this analysis to which Mr. Dickey replied that we are not under legal required to do so but we know through age of structure that it's subject to constructional problems and gives us the opportunity to do some mitigation work.</p> <p>Ms. Diehl recommended approval to amend contract with Nabih Youssef & associates structural engineers for structural engineering services in the amount of \$30,300 required to analyze the existing above grade parking structure as part of the Healthy Living Campus Projects</p>	<p>It was Moved and Seconded (Chun/Poster) to approve to amend contract with Nabih Youssef & associates structural engineers for structural engineering services in the amount of \$30,300 required to analyze the existing above grade parking structure as part of the Healthy Living Campus Projects. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. Motion Carried</p>
<p>3. Discussion and potential action item: Approval for the proposed lease to Vetsource Inc (ARB) in the amount of \$3,500 per month for an estimated four months for the use of the Flagler lot as storage area</p>	<p>Ms. Diehl asked Mr. Leslie Dickey, Executive Director of Real Estate to the podium.</p> <p>Mr. Dickey highlighted the following:</p> <ul style="list-style-type: none"> • ARB is the general contractor that was hired by the gas company to work on the gas line project on 190th street • They asked us to lease the lot to Vetsource Inc., a company they own • They have all the proper licensing and insurances • They will provide insurance and will be required to provide traffic control if need • At the end of the lease they will restore 	

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	<p>the lot for any damages</p> <p>Ms. Diehl recommended approval for the proposed lease to Vetsource Inc (ARB) in the amount of \$3,500 per month for an estimated four months for the use of the Flagler lot as storage area</p>	<p>It was Moved and Seconded (Chun/Chatterji) to approve the proposed lease to Vetsource Inc (ARB) in the amount of \$3,500 per month for an estimated four months for the use of the Flagler lot as storage area. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. Motion Carried</p>
<p>E. Ad-Hoc Properties Committee</p>	<p>Ms. Poster reported that The Ad-Hoc Mind Health Committee met on November 27th, 2017 at 3pm at 1200 Del Amo St.</p> <p>The committee reviewed the Healthy Mind Initiative research protocol and provided feedback. The research protocols were submitted to the Loma Linda University Institutional Review Board in December.</p>	
<p>F. Strategic Planning Committee</p>	<p>Ms. Diehl reported that The Strategic Planning Committee has not met. The committee meets on a quarterly basis. The committee is scheduled to meet on Monday, March 5th, 2018 at 6pm at the 1200 Del Amo St Large Conference room.</p> <p>Ms. Poster asked about committee chair appointments and Mr. Bakaly replied that we will look into this and bring it to the Board next month.</p>	
<p>IX. Consent Items</p> <p>1. Discussion and potential action item: Approval of minutes of the November 15th, 2017 Regular Meeting</p> <p>2. Discussion and</p>	<p>The Board reviewed the Minutes of the November 15th, 2017 Regular Meeting, Checks No. 69549 through No. 69801, totaling \$470,489.23 for Accounts Payable for the month of November 2017, Checks No. 69802 through No. 69940, totaling \$425,447.40 for Accounts Payable for the month of December 2017.</p>	<p>It was Moved and Seconded (Diehl/Bholat) to approve the Minutes of the November 15th, 2017 Regular Meeting; approve Checks No. 69549 through No. 69801, totaling \$470,489.23 for Accounts Payable for the month of November 2017; approve</p>

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<p>potential action item: Approve checks No. 69549 through 69801 totaling \$470,489.23 for accounts payable for the month of November 2017</p> <p>3. Discussion and potential action item: Approve checks No. 69802 through 69940 totaling \$425,447.40 for accounts payable for the month of December 2017</p> <p>4. Receive and File: Minutes of the October 26th, 2017 Finance Committee Meeting</p> <p>5. Receive and File: Minutes of the November 1st, 2017 Community Health Committee Meeting</p>	<p>The Board noted to file the Minutes of the October 26th, 2017, Finance Committee Meeting</p> <p>The Board noted to file the Minutes of the November 1st, 2017, Community Health Committee Meeting</p>	<p>Checks No. 69802 through No. 69940, totaling \$425,447.40 for Accounts Payable for the month of December 2017. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. Motion Carried</p>
<p>X. Old Business</p>	<p>There was no old business.</p>	
<p>XI. New Business</p>	<p>There was no new business.</p>	
<p>XII. Board Member Reports</p>	<p>Mr. Chatterji reported that she attended:</p> <ul style="list-style-type: none"> • Board training retreat • Dan Burden Breakfast • Baleen Social Hour • Meetings with 3 Redondo Beach Residents • Hermosa Beach Chamber Dinner 	

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	<ul style="list-style-type: none"> • Community Health Committee Meeting <p>Ms. Poster reported that she attended:</p> <ul style="list-style-type: none"> • Board Training Retreat • Finance Committee Meeting • Hermosa Beach Chamber Dinner • Two ACHD committee meetings • Phone calls with ACHD • Redondo Beach Leadership • Redondo Beach Round Table <p>Dr. Bholat reported that she attended:</p> <ul style="list-style-type: none"> • Board Training Retreat • Dan Burden Breakfast • Community Health Committee Meeting • Executive Board meeting at ACHD • American Heart Association Meeting <p>Dr. Chun reported that he attended:</p> <ul style="list-style-type: none"> • Board Training Retreat • Dan Burden Breakfast • Finance Committee Meeting • Living Streets Meeting • Properties Committee Meeting • Ad Hoc Mind Health Committee <p>Ms. Diehl reported that she attended:</p> <ul style="list-style-type: none"> • Board Training Retreat • Properties Committee Meeting • Living Streets Meeting • Manhattan Beach Chamber Event • Redondo Beach Round Table • Kensington Assisted Living ceremony 	
<p>XIII. Announcements/ Questions and Referrals to Staff</p>	<p>Ms. Poster stated that she was thinking about the guiding principle about maximizing the financial return and wanted to recommend include language around on how we recycle the financial return back to the community. It should be stated that we are not talking about profits, but money that is recycled back into the community with the programs that we have. She continued that it should include that it is a priority of the District to keep people living in their homes longer and that they live longer better.</p> <p>Dr. Chun added that we can add something</p>	

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	along the lines of we are leveraging the financial commitment of our community through the other enterprises that were involved so we can expand and grow our services and meet the needs.	
XIV. Adjournment	Dr. Chun moved to adjourn the meeting.	There being no further business, Dr. Bholat Moved to adjourn the meeting. Meeting adjourned at 8:17 p.m.

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
I. Re-Call to Order	Dr. Chun moved to re-open the meeting for Prospect One Corporation.	Dr. Chun Moved to re-open the meeting. Meeting re-opened at 8:17 p.m.
II. Public Discussion	Dr. Chun 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.	
III. Election of Officers	Ms. Poster nominated the elected slate of candidates from the January 24 th , 2018 Board of Directors election of officers: President – Dr. Noel Chun President Pro Tem – Ms. Vanessa Poster Secretary/Treasurer – Ms. Jane Diehl Dr. Chun seconded the nominated slate	It was Moved and Seconded (Poster/Chun) to elect the elected slate of candidates from the January 24 th , 2018 Board of Directors election of officers. Motion Carried Unanimously
IV. Staff Report A. Chief Financial Officer	Dr. Chun invited Ms. Monica Suua, Director of Finance, to address the Board of Directors. Ms. Suua highlighted the following: <ul style="list-style-type: none"> Prospect One Corporation due to its designated purpose of constructing and owning a medical office building is designated as a Special Revenue fund, separated from the District's General Fund We removed a receivable that had \$50,053 and transferred it to the General Fund as there is no reason to 	

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	have this receivable there because we are not moving any money <ul style="list-style-type: none"> • The Fund Balance decreased by \$50,053 • The audit we received was a clean option with no internal control findings 	
V. Old Business	There was no Old Business	
VI. New Business	There was no New Business	
VII. Adjournment	Dr. Chun moved to adjourn the meeting.	There being no further business, Dr. Bholat Moved to adjourn the meeting. Meeting adjourned at 8:19 p.m.

The next Regular Meeting of the Beach Cities Health District Board of Directors is scheduled for Wednesday, February 28th, 2018 at 6:30 p.m. in the Beach Cities Room of the Beach Cities Health District, located at 514 N. Prospect Avenue, Redondo Beach, California