



BOARD OF DIRECTORS: Peter C. Fung, MD | Julia E. Miller | Carol A. Somersille, MD | George O. Ting, MD | John L. Zoglin

AGENDA
MEETING OF THE
EL CAMINO HEALTHCARE DISTRICT BOARD OF DIRECTORS

Tuesday, February 13, 2024 – 5:30 pm

El Camino Hospital | 2500 Grant Road, Mountain View, CA 94040 | Sobrato Boardroom 1

THE PUBLIC IS INVITED TO JOIN THE OPEN SESSION PORTION OF THE MEETING LIVE AT THE ADDRESS ABOVE
OR VIA TELECONFERENCE AT:

1-669-900-9128, MEETING CODE: 937 2030 9817#. No participant code. Just press #.

To watch the meeting, please visit:

[ECHD Meeting Link](#)

Please note that the livestream is for **meeting viewing only** and, there is a slight delay; to provide public comment, please use the
phone number listed above.

Mission: Dedicated to improving the health and well-being of the people in our community.

	AGENDA ITEM	PRESENTED BY	ACTION	ESTIMATED TIMES
1.	CALL TO ORDER/ROLL CALL	George Ting, M.D., Board Chair	Information	5:30 – 5:31
2.	CONSIDER APPROVAL FOR AB 2449 REQUESTS	George Ting, M.D., Board Chair	Possible Motion	5:31 – 5:32
3.	SALUTE TO THE FLAG	Dan Woods, CEO	Information	5:32 – 5:34
4.	POTENTIAL CONFLICT OF INTEREST DISCLOSURES	George Ting, M.D., Board Chair	Information	5:34 – 5:35
5.	PUBLIC COMMUNICATION a. Oral Comments <i>This opportunity is provided for persons desiring to address the Board on any matter within the subject matter jurisdiction of the Board that is not on this agenda. Speakers are limited to three (3) minutes each.</i> b. Written Public Comments <i>Comments may be submitted by mail to the El Camino Hospital District Board of Directors at 2500 Grant Road, Mountain View, CA 94040. Written comments will be distributed to the Board as quickly as possible. Please note it may take up to 24 hours for documents to be posted to the agenda.</i>	George Ting, M.D., Board Chair		5:35 – 5:38

A copy of the agenda for the Special Board Meeting will be posted and distributed at least seventy-two (72) hours prior to the meeting. In observance of the Americans with Disabilities Act, please notify us at **(650) 988-3218** prior to the meeting so that we may provide the agenda in alternative formats or make disability-related modifications and accommodations.

	AGENDA ITEM	PRESENTED BY	ACTION	ESTIMATED TIMES
6.	CONSENT CALENDAR <i>Items removed from the Consent Calendar will be considered separately.</i> Action Items <ol style="list-style-type: none"> Approve Minutes of the Open Session of the District Board Meeting (10/17/2023) Approve Minutes of the Closed Session of the District Board Meeting (10/17/2023) Approve Minutes of the Open Session of the Special Meeting of the District Board (10/19/2023) Approve Minutes of the Open Session of the Special Site Visit Meeting of the District Board (12/08/2023) Receive report FY24 Pacing Plan Receive Q2 FY24 ECHD Sponsorships Report 	George Ting, M.D., Board Chair	Motion Required	5:38 – 5:45
7.	COMMUNITY BENEFIT SPOTLIGHT: NAMI Santa Clara County <ol style="list-style-type: none"> Adopt Resolution 2024-01 	Jonathan Cowan, Senior Director, Relations and Community Partnerships Sarah Prabhu, Programs Manager, NAMI Santa Clara County	Motion Required	5:45 – 6:00
8.	RECEIVE ECHD FY24 FINANCIAL REPORT <ol style="list-style-type: none"> FY24 Period 6 	Carlos Bohorquez, CFO	Motion Required	6:00 – 6:20
9.	RECEIVE AD HOC COMMITTEE REPORT <ol style="list-style-type: none"> Adopt Resolution 2024-02 - Reappointment of Lanhee Chen to El Camino Hospital Board of Directors Adopt Resolution 2024-03 - Reappointment of Don Watters to El Camino Hospital Board of Directors 	John Zoglin, Ad Hoc Committee Chair	Motion Required	6:20 – 6:45
10.	APPROVE POLICY UPDATE <ol style="list-style-type: none"> Approve Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members 	Theresa Fuentes, Chief Legal Officer	Motion Required	6:45 -7:00
11.	BOARD ANNOUNCEMENTS	George Ting, M.D., Board Chair	Discussion	7:00 – 7:15
12.	ADJOURNMENT	George Ting, M.D., Board Chair	Motion Required	7:15 pm

Upcoming Meetings: March 19, 2024; May 21, 2024; June 18, 2024



El Camino Healthcare District Board of Directors Open Session Meeting Minutes

Tuesday, October 17, 2023

El Camino Hospital | Sobrato Boardroom 1 | 2500 Grant Road, Mountain View, CA

Board Members Present

George O. Ting, MD, Chair
Carol A. Somersille, MD, Vice Chair
Julia E. Miller
John Zoglin, Secretary/Treasurer

Board Members Absent

Peter C. Fung, MD

Others Present

Dan Woods, CEO
Carlos Bohorquez, CFO
Theresa Fuentes, Chief Legal Officer
Jon Cowan, Senior Director, Government Relations and Community Partnerships

Others Present (cont.)

Tracy Fowler, Director, Governance Services
Stephanie Iljin, Manager, Administration
Gabriel Fernandez, Governance Services Coordinator
Brian Richards, Information Technology
Joelle Pulver, Moss Adams

**via teleconference*

Agenda Item	Comments/Discussion	Approvals/ Action
1. CALL TO ORDER/ ROLL CALL	Chair Ting called to order the open session of the Regular Meeting of the El Camino Healthcare District Board of Directors (the "Board") at 5:30 pm and reviewed the logistics for the meeting. A verbal roll call was taken; Directors Miller, Somersille, Ting and Zoglin were present, constituting a quorum. Director Fung was absent. Chair Ting then asked Mr. Woods to introduce Ms. Fuentes, the new Chief Legal Officer for El Camino Health and El Camino Healthcare District.	Call to Order at 5:30 pm.
2. CONSIDER AB 2449 REQUESTS	Chair Ting asked the Board for declarations of AB2449 request for approval. None were noted.	
3. SALUTE TO THE FLAG	Chair Ting asked Dan Woods, CEO, to lead all present in the Pledge of Allegiance.	
4. POTENTIAL CONFLICT OF INTEREST DISCLOSURES	Chair Ting asked if any Board members had a conflict of interest with any of the items on the agenda. No conflicts were noted.	
5. PUBLIC COMMUNICATION	Chair Ting asked if there were any members of the public with comments for any items not listed on the agenda. There were no members of the public present.	
6. CONSENT CALENDAR	<p>Chair Ting inquired if any member of the Board or the public intended to remove any item from the consent calendar. The following items were removed for discussion: 6e – FY23 Year-End Community Benefit Report, 6f - ECHD Board Policy for Director Compensation, 6j – FY2023 Period 12 Stand Alone Financials and 6l – FY22-FY23 Chair Accomplishments.</p> <p>Regarding item 6e, Director Zoglin raised a question about challenges with certain contracts, particularly those that were not meeting their goals. Mr. Cowan explained that the organizations with two-year grants were selected because they were strong performers and that there were built-in processes to monitor their performance. He also mentioned that there was flexibility to change if there were challenges. Mr. Cowan</p>	The consent calendar was approved, including receipt of items 6h, 6i, 6j, 6k, and 6l as informational.

	<p>explained the breakdown of expenses for the community benefit program, including salaries and miscellaneous legal expenses. Director Somersille asked the same question with regards to Los Altos school system and if we had picked it up or it was brought to our attention. Mr. Cowan addressed this question sharing that it had been picked up during proactive standardization of metrics and reporting.</p> <p>Regarding item 6f, Director Zoglin asked for purpose and context of the policy regarding the number of meetings for which reimbursement is allowed. Ms. Fuentes responded with an explanation that if more than 5 meetings per month were needed the statutory authority requires the Board to make findings that such meetings are necessary. Ms. Fuentes agreed to add language to make it clear that if there is compensation for more than five meetings the Board will need to make findings. The policy was approved with that revision.</p> <p>Regarding item 6l, Director Zoglin expressed concerns regarding the document and the appropriateness of posting it on the agenda for approval. Director Miller indicated that it is an informational report and asked for a parliamentary ruling as she did not hear item 6l removed from consent for discussion. Chair Ting explained that the document was included on the consent calendar to acknowledge receipt of the document and to move forward.</p> <p>Regarding item 6j, Director Somersille asked for a breakdown of operating expenses. Mr. Bohorquez responded with an overview of the stand-alone financial statement.</p> <p>Motion: To approve the consent calendar items, including those that were discussed:</p> <p>Movant: Somersille Second: Miller Ayes: Miller, Somersille, Ting Noes: Zoglin Abstentions: None Absent: Fung Recused: None</p>	<p>Action: Add language to Compensation Policy to make it clear that if there is compensation for more than five meetings the Board will need to make findings.</p>
7. COMMUNITY BENEFIT	<p>Mr. Cowan gave an update on Community Benefit which included the annual approval of the Community Benefit Grant Policy and the FY25 Community Benefit Board Policy Guidance Principles. Mr. Cowan highlighted the importance of the annual grants policy approval as per state law and discussed the guiding principles for the program and the ranked and prioritized health needs. He also touched on the accomplishments of the previous</p>	<p>The Board approved the Annual Community Benefit Grant Policy and the FY25 Community</p>

	<p>year, including the implementation of metrics, reporting, and standardization. Lastly, he mentioned a meeting planned for early 2024 to address challenges that agencies have in referring clients and patients to other agencies and services. Discussion included, but was not limited to, guiding principles, health needs, improving agency referrals, updating mission statements in the grant policy, and not funding drives or political actions. The direction of the community benefits program is praised, and plans for a convening event in early 2024 are mentioned. Further discussions revolve around analyzing trends, upgrading service quality at schools, measuring collective impact, and improving referral practices.</p> <p>Director Somersille requested two corrections on the policy: (1) the mission statement to be updated on paragraph #7 of the policy to reflect current ECHD mission statement and (2) remove the “Do not fund drives or political initiatives” from guiding principle #6 as it is not preferred it is actually a requirement to not fund these things.</p> <p>Motion: To approve the Annual Community Benefit Grant Policy with requested edits.</p> <p>Movant: Miller Second: Somersille Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p> <p>Motion: To approve FY25 Community Benefit Board Policy Guidance Principles with requested edits.</p> <p>Movant: Somersille Second: Miller Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p>	<p>Benefit Board Policy Guidance Principles.</p> <p>Action: Update Community Benefit Grant Policy paragraph #7 with the current ECHD mission statement.</p> <p>Action: Delete “Do not fund drives or political initiatives” from guiding principle #6.</p>
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<p>8. CONSIDER RECOMMENDATIONS FROM AD HOC COMMITTEE AND CONDUCT INTERVIEWS OF NOMINEES FOR THE EL CAMINO HOSPITAL BOARD</p>	<p>Chair Ting described the selection process for the three candidates, including the role of the committee members and advisors in the process. The committee used a scoring matrix based on five categories to evaluate the candidates, including their profile, leadership experience, soft skills, culture fit, and interview performance. The final three candidates were identified as Scott Barclay, Wayne Doiguchi and Christina Lai.</p> <p>Mr. Barclay appeared in person and provided a detailed introduction about his background, experience, and professional accomplishments, emphasizing his focus on healthcare and data management. Mr. Barclay also expressed his commitment to the community and his belief in the future of healthcare. The Board members had an opportunity to ask questions and engage in further discussion.</p> <p>The Board reviewed a video of Mr. Doiguchi's interview with the Ad Hoc Committee. In the video Mr. Doiguchi expressed his belief in the importance of good management for a company based on his experience in with a bank's board. He also discussed the potential for expansion and the need to diversify revenue streams for the institution. Despite his retirement, he expressed interest in staying involved due to his confidence in the institution's potential. There was discussion about Mr. Doiguchi's valuable contribution to the Finance Committee, noting his commitment to El Camino.</p> <p>Ms. Lai appeared via teleconference. Ms. Lai confirmed her interest in running for the board due to her deep connection with the hospital and her desire to contribute more after years of service on the Governance Committee. She highlighted the challenges facing the hospital, including competition from larger healthcare organizations, changing patient needs, evolving workforce relationships, and technology changes. She also identified opportunities for El Camino due to its smaller size, enabling more flexibility and the ability to take different risks. The Board members had an opportunity to ask questions and engage in further discussion.</p>	
<p>9. ELECT EL CAMINO HOSPITAL BOARD MEMBER</p>	<p>Chair Ting called for a ballot vote. There were two votes for Wayne Doiguchi, one vote for Scott Barclay and one vote for Christina Lai. Chair Ting asked for second round of ballot vote and the votes were unchanged.</p> <p>Motion: To appoint Wayne Doiguchi to the El Camino Hospital Board.</p> <p>Movant: Miller Second: Somersille Ayes: Miller, Somersille Noes: Ting</p>	<p><i>The motion to add Wayne Doiguchi to the El Camino Hospital Board did not pass.</i></p> <p><i>The motion to move this agenda item to a Special Meeting agenda passed.</i></p>

	<p>Abstentions: Zoglin Absent: Fung Recused: None</p> <p>Motion: To move this agenda item to a Special Meeting agenda.</p> <p>Movant: Zoglin Second: Somersille Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p>	
<p>10. APPROVE FORMATION OF FY24 ECHB REAPPOINTMENT/RECRUITMENT AD HOC COMMITTEE</p>	<p>Chair Ting asked for the formation of an Ad Hoc Committee focused on Reappointment/Recruitment for the ECH Board. ECHB Directors Chen and Watters were noted as the Directors with terms expiring on June 30, 2024. Chair Ting appointed Director Zoglin as Chair of the Ad Hoc Committee and asked if Director Somersille was willing to serve as well. There was discussion about the appointment of the chair before Chair Ting called for a motion to approve.</p> <p>Motion: To approve Resolution 2023-08 establishing the formation of the FY24 Reappointment/ Recruitment Ad Hoc Committee with John Zoglin as Chair and Carol Somersille as the second member.</p> <p>Movant: Ting Second: Zoglin Ayes: Somersille, Ting, Zoglin Noes: Miller Abstentions: None Absent: Fung Recused: None</p>	<p>Resolution 2023-08 establishing the formation of the FY24 Reappointment/ Recruitment Ad Hoc Committee with John Zoglin as Chair and Carol Somersille as the second member was approved.</p>
<p>11. RECEIVE REPORT FY23 AUDITED FINANCIAL REPORT</p>	<p>Chair Ting noted that the agenda item would be discussed first in open session and move to closed session for personnel discussion. A vote for receiving the report would be part of the following open session.</p> <p>Ms. Pulver from Moss Adams presented the fiscal year 23 audited financial report, highlighting the services they provide including an audit of the consolidated financial statements of the district. They plan to issue an unmodified opinion, the highest level of assurance they can provide over the financial statements. She pointed out an emphasis of matter related to a new accounting standard adopted by the district this year related to subscription-based IT services.</p>	

12. RECESS TO CLOSED SESSION	<p>Chair Ting asked for a motion to recess to closed session at 7:18 pm.</p> <p>Motion: To recess to closed session.</p> <p>Movant: Zoglin Second: Somersille Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p>	
13. AGENDA ITEM 15: RECONVENE OPEN SESSION/REPORT OUT	<p>The open session of the El Camino Healthcare District Board of Directors reconvened at 7:33 pm. Agenda item 13 was addressed in the closed session.</p> <p>During the Closed Session, the El Camino Healthcare District Board had no actions.</p>	
14. AGENDA ITEM 16: FY23 AUDITED FINANCIAL REPORT	<p>Chair Ting asked for a motion to approve the FY23 Audited Financial Report. Director Zoglin noted again that this was an incredible audit and congratulated Mr. Bohorquez on a spectacular job</p> <p>Motion: To approve FY23 Audited Financial Report</p> <p>Movant: Somersille Second: Miller Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p>	<p><i>FY23 Audited Financial Report approved</i></p>
15. AGENDA ITEM 17: BOARD COMMENTS ON AGENDA ITEMS	<p>Director Miller noted that there was no Executive Session listed on the agenda and asked if was Chair preference. Ms. Fuentes responded that the executive session would be for purposes of discussing performance matters relating to the CEO. Director Zoglin shared that it is general practice to have them.</p> <p>Chair Ting asked that the Board move forward with positive board interactions and avoid those things that might inhibit productive discussion.</p>	
16. AGENDA ITEM 18: ADJOURNMENT	<p>Motion: To adjourn at 7:38 pm.</p> <p>Movant: Miller Second: Zoglin Ayes: Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: Fung Recused: None</p>	<p><i>Adjourned at 7:38 pm.</i></p>

Attest as to the approval of the foregoing minutes by the Board of Directors of El Camino Healthcare District:

John Zoglin
Secretary/Treasurer, ECHD Board

DRAFT



El Camino Healthcare District Board of Directors Open Session Special Meeting Minutes

Thursday, October 19, 2023

El Camino Hospital | Sobrato Boardroom 2 | 2500 Grant Road, Mountain View, CA

Board Members Present

George O. Ting, MD, Chair
Carol A. Somersille, MD Vice-Chair
John Zoglin, Secretary/Treasurer
Peter C. Fung, MD
Julia E. Miller

Others Present

Dan Woods, CEO
Carlos Bohorquez, CFO
Theresa Fuentes, CLO

Others Present (cont.)

Tracy Fowler, Director, Governance Services
Gabriel Fernandez, Governance Services Coordinator

**via teleconference*

Board Members Absent

None

Agenda Item	Comments/Discussion	Approvals/ Action
1. CALL TO ORDER/ ROLL CALL	Chair Ting called to order the open session of the Special Meeting of the El Camino Healthcare District Board of Directors (the "Board") at 5:00 pm and reviewed the logistics for the meeting. A verbal roll call was taken; all Directors were present.	<i>Call to Order at 5:00 pm.</i>
2. PUBLIC COMMUNICATION	There was no public communication.	
3. ELECTION OF EL CAMINO HOSPITAL BOARD MEMBER AND ADOPTION OF RESOLUTION 2023-09	<p>After reviewing the recommended candidates' materials, the group had an open discussion inviting anyone to make comments. Director Zoglin highlighted the importance of voting for the best fit candidate and not against anyone, with no ill will towards the other candidates. There was an administrative issue regarding the lack of names on the agenda, which Director Miller noted should be corrected in the future. Director Fung asked for an update from the previous Board meeting which was provided by Chair Ting and Director Miller.</p> <p>Ms. Fuentes noted that we had a plurality not a majority in the previous meeting.</p> <p>Chair Ting shared the voting ballot process.</p> <p>Chair Ting called for a paper ballot vote regarding the appointment of a candidate to serve as ECHB Director and the Directors responded as follows:</p> <p>Fung: Wayne Doiguchi Miller: Wayne Doiguchi Somersille: Wayne Doiguchi Ting: Scott Barclay Zoglin: Christina Lai</p> <p>Chair Ting asked for a motion to appoint Wayne Doiguchi to the El Camino Hospital Board of Directors.</p>	<i>Resolution 2023-09 appointing Wayne Doiguchi to the ECHB was approved.</i>

	Motion: To appoint Wayne Doiguchi to the El Camino Hospital Board of Directors. Movant: Miller Second: Somersille Ayes: Fung, Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: None Recused: None	
4. Adjournment	Motion: To adjourn to closed session at 5:11 pm. Movant: Miller Second: Zoglin Ayes: Fung, Miller, Somersille, Ting, Zoglin Noes: None Abstentions: None Absent: None Recused: None	Meeting adjourned

Attest as to the approval of the foregoing minutes by the Board of Directors of El Camino Healthcare District:

John Zoglin
Secretary/Treasurer, ECHD Board



El Camino Healthcare District Board of Directors Special Site Visit Meeting Minutes

Friday, December 8, 2023

Day Worker Center | 113 Escuela Ave, Mountain View, CA 94040

Board Members Present

George O. Ting, MD, Chair
Carol A. Somersille, MD, Vice Chair
Julia E. Miller
John Zoglin, Secretary/Treasurer

Others Present

Jon Cowan, Senior Director, Government Relations and Community Partnerships
Gabriel Fernandez, Coordinator, Governance Services

Others Present (cont.)

Maria Marroquin, Executive Director, Day Worker Center of Mountain View
Steve Chandler, Finance, Day Worker Center of Mountain View

Board Members Absent

Peter C. Fung, MD

Agenda Item	Comments/Discussion	Approvals/ Action
1. CALL TO ORDER/ ROLL CALL	Chair Ting called to order the open session of the Special Site Visit Meeting of the El Camino Healthcare District Board of Directors (the "Board") at 3:34 pm and reviewed the logistics for the meeting. A verbal roll call was taken; Directors Miller, Somersille, Ting, and Zoglin were present, constituting a quorum. Director Fung was absent.	<i>Call to Order at 3:34 pm.</i>
2. PUBLIC COMMUNICATION	Chair Ting asked if there were any members of the public with comments for any items not listed on the agenda. <i>There were no members of the public present.</i>	
3. BOARD AND TEAM INTRODUCTIONS	Chair Ting introduced himself and asked the members of the Board to do so as well. Ms. Marroquin then introduced herself and asked members of her team to do so.	
4. GRANT PARTNER PRESENTATION	Ms. Marroquin provided a presentation on the Day Worker Center of Mountain View. Ms. Marroquin outlined the various programs provided to workers and community members. Ms. Marroquin, also, highlighted the incredible dedication of members of the community to assist in the operations of the center. Ms. Marroquin concluded the presentation with testimonials from a few people who have benefited from the center's services.	
5. SITE TOUR	Ms. Marroquin and Mr. Chandler led the attendees present on a site tour.	
6. SITE DISCUSSION AND Q&A	Following the site tour the attendees gathered for discussion and questions and answers.	
7. ADJOURNMENT	Motion: To adjourn at 4:24 pm. Movant: Miller Second: Zoglin Ayes: Miller, Somersille, Ting, Zoglin Noes: None	<i>Adjourned at 4:24 pm.</i>

	Abstentions: None Absent: Fung Recused: None	
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Attest as to the approval of the foregoing minutes by the Board of Directors of El Camino Healthcare District:

John Zoglin
Secretary/Treasurer, ECHD Board

DRAFT



EL CAMINO HEALTHCARE DISTRICT FY2024 PACING PLAN / MASTER CALENDAR

AGENDA ITEM	Q1			Q2			Q3			Q4		
	JUL	AUG	SEP	10/17	NOV	DEC	JAN	2/13	3/19	APR	5/21	6/15
STANDARD												
Public Communication				✓				✓	✓		✓	✓
Spotlight Recognition				✓				✓			✓	
FINANCE⁴												
Financials				✓				✓	✓			✓
Budget											✓	✓
Tax Appropriation												✓
COMPLIANCE												
Financial Audit – Consolidated ECH District Financials				✓								
Approve Hospital Audit				✓								
COMMUNITY BENEFIT												
CB Year-End Report				✓								
CBAC Policy – Annual Approval				✓								
CB Plan Study Session											✓	
CB Mid-Year Metrics											✓	
Approval of CB Plan												✓
GOVERNANCE												
Appointment of El Camino Hospital Board Member Election Ad Hoc Committee & Advisors				✓								
El Camino Hospital Board Member Election Ad Hoc Committee Update								✓	✓		✓	
Possible Re-appointment of El Camino Hospital Board Member								✓				
Possible Election of El Camino Hospital Board Member											✓	
Review Process for Board Officer Election											✓	
Appointment of Liaison to the Community Benefit Advisory Council												✓
Approval of Pacing Plan & Meeting Dates												✓
EXECUTIVE PERFORMANCE												
CEO Performance Review				✓								



EL CAMINO HEALTHCARE DISTRICT BOARD MEETING COVER MEMO

To: El Camino Healthcare District Board of Directors
From: Jon Cowan, Executive Director Government Relations & Community Partnerships
Date: February 13, 2024
Subject: Community Benefit Sponsorships

Purpose:

To provide the Board with FY24 ECHD Sponsorships October 2023 – December 2023.

Summary:

1. **Situation:** Community Partnerships staff was asked to keep the Board informed regarding Community Benefit Sponsorships YTD.
2. **Authority:** Board reviewed and approved \$85,000 for Sponsorships in the FY24 Community Benefit Plan in June 2023.
3. **Background:**
 - Sponsorship information and instructions are available on the District website.
 - Requests include sponsorship packets that outline event date, purpose, levels of sponsorship and requirements for sponsor acknowledgement. These requests are reviewed throughout the year as they come in by Community Partnerships staff and the other designated departments that provide community sponsorships (e.g., Marketing & Communications and Government Relations & Community Partnerships).
 - Community Benefit-funded Sponsorships provide general support for health-related agencies improving the well-being of the community.
 - Community Benefit Sponsorships from **October 1, 2023-December 31, 2023** totaled **\$43,000** for the following agencies:
 - o Sponsored at \$10,000 or more
 - Pathways Home Health & Hospice
 - o Sponsored at \$5,000 or less than \$10,000
 - Community Health Partnership
 - Healthier Kids Foundation
 - HomeFirst
 - NAMI
 - YWCA
 - o Sponsored at less than \$5,000
 - CSA of Mountain View and Los Altos

EL CAMINO HEALTHCARE DISTRICT

RESOLUTION 2024-01

RESOLUTION OF THE BOARD OF DIRECTORS OF EL CAMINO HEALTHCARE DISTRICT REGARDING RECOGNITION OF SERVICE TO THE COMMUNITY

WHEREAS, the Board of Directors of the El Camino Healthcare District values and wishes to recognize the contribution of individuals and organizations who serve the District's community as well as individuals and organizations who exemplify the El Camino Healthcare District's mission and values.

WHEREAS, the Board wishes to honor and recognize the National Alliance on Mental Illness - Santa Clara County for providing support sessions to community members with severe mental illnesses.

The El Camino Healthcare District and the National Alliance on Mental Illness - Santa Clara County began a partnership in fiscal year 2012 to meet with and provide mental health services to community members with severe mental illnesses.

WHEREAS, the Board would like to acknowledge the National Alliance on Mental Illness - Santa Clara County for its commitment to providing peer mentors who provide in-person, virtual, and phone support sessions for individuals with severe mental illnesses at various locations throughout the community, often set by the patient and peer mentor. Through this grant program, the National Alliance on Mental Illness - Santa Clara County has served more than 847 individuals in the community with more than 21,000 services.

NOW THEREFORE BE IT RESOLVED that the Board does formally and unanimously recognize and thank:

National Alliance on Mental Illness - Santa Clara County

PASSED AND ADOPTED on this 13th Day of February, 2024 by the

EL CAMINO HEALTHCARE DISTRICT BOARD OF DIRECTORS:

Peter C. Fung, MD • Julia E. Miller • Carol A. Somersille, MD

George O. Ting, MD • John Zoglin

JOHN ZOGLIN
SECRETARY/TREASURER
EL CAMINO HEALTHCARE DISTRICT BOARD OF DIRECTORS





*Dedicated to improving the health and
well being of the people in our community.*

Board Finance Presentation

Fiscal Year 2024

7/1/2023 - 12/31/2023

Carlos Bohorquez, Chief Financial Officer

El Camino Healthcare District Board of Directors Meeting

February 13, 2024

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ECHD Consolidated Financial Statements (Includes El Camino Hospital)

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ECHD Stand-Alone Financial Statements

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NOTE: Accounting standards require that audited financial statements for El Camino Healthcare District be presented in consolidated format, including El Camino Hospital and its controlled affiliates. In an effort to help ensure public accountability and further ensure the transparency of the District's operations, the District also prepares internal, "Stand-Alone" financial statements which present information for the District by itself.



El Camino Healthcare District

Consolidated Comparative Balance Sheet (\$ Millions)

(Includes El Camino Hospital)

	Dec 31, 2023	June 30, 2023 Audited w/o Eliminations		Dec 31, 2023	June 30, 2023 Audited w/o Eliminations
<u>ASSETS</u>			<u>LIABILITIES & FUND BALANCE</u>		
Current Assets			Current Liabilities		
Cash & Investments	\$328	\$384	Accounts Payable & Accrued Exp ⁽⁵⁾	\$153	\$137
Patient Accounts Receivable, net	220	219	Bonds Payable - Current	14	14
Other Accounts and Notes Receivable	48	36	Bond Interest Payable	11	13
Inventories and Prepays	45	45	Other Liabilities	14	14
Total Current Assets	642	684	Total Current Liabilities	192	178
Board Designated Assets			Deferred Revenue	1	1
Foundation Reserves	22	21	Deferred Revenue Inflow of Resources	91	92
Community Benefit Fund	20	24	Long Term Liabilities		
Operational Reserve Fund ⁽¹⁾	212	209	Bond Payable	552	557
Workers Comp, Health & PTO Reserves	75	73	Benefit Obligations	36	38
Facilities Replacement Fund ⁽²⁾	518	467	Other Long-term Obligations	28	30
Catastrophic & Malpractice Reserve ⁽³⁾	32	30	Total Long Term Liabilities	616	624
Total Board Designated Assets	880	824	Fund Balance		
Non-Designated Assets			Unrestricted	2,600	2,466
Funds Held By Trustee ⁽⁴⁾	36	40	Board Designated & Restricted	222	206
Long Term Investments	609	475	Capital & Retained Earnings	0	0
Other Investments	34	34	Total Fund Balance	2,822	2,672
Net Property Plant & Equipment	1,258	1,250			
Deferred Outflows of Resources	53	53			
Other Assets	210	207			
Total Non-Designated Assets	2,200	2,060			
TOTAL ASSETS	\$3,722	\$3,567	TOTAL LIAB. & FUND BAL.	\$3,722	\$3,567



Note: Totals may not agree due to rounding. See page 5 for footnotes.

El Camino Healthcare District

Consolidated Comparative Statement of Revenues & Expenses (\$ Millions)

Year-to-Date through December 31, 2023

(Includes El Camino Hospital)

	<u>Actual</u>	<u>Budget</u>	<u>Fav (Unfav) Variance</u>	<u>Prior YTD FY Actual</u>
Net Patient Revenue ⁽⁶⁾	726	732	(6)	684
Other Operating Revenues	31	33	(2)	23
Total Operating Revenues	757	765	(8)	707
Wages and Benefits	388	399	12	375
Supplies	103	101	(2)	97
Purchased Services	115	115	1	93
Other	29	32	3	26
Depreciation	41	41	0	38
Interest	9	8	(1)	9
Total Operating Expense ⁽⁷⁾	683	697	13	638
Operating Income	74	68	5	69
Non-Operating Income ⁽⁸⁾	60	27	33	25
Net Income	133	95	38	94



Note: Totals or variances may not agree due to rounding. See page 5 for footnotes.

El Camino Healthcare District

Notes to Consolidated Financial Statements

Current FY2024 Actual to Budget (Includes El Camino Hospital)

- 1) A 60 day reserve of expenses based on this fiscal year's Hospital budget.
- 2) The current period Facilities Replacement Fund is comprised of (\$ Millions):

ECH Capital Replacement Fund (i.e. Funded Depr.)	\$432
ECH Women's Hospital Expansion	31
ECHD Appropriation Fund (fka: Capital Outlay)	25
ECH Campus Completion Project	<u>30</u>
	<u>\$518</u>

- 3) The current period Catastrophic & Malpractice Fund is comprised of (\$ Millions):

ECH Catastrophic Fund (aka: Earthquake Fund)	\$30
ECH Malpractice Reserve	<u>2</u>
	<u>\$32</u>

- 4) Funds Held by Trustee now only reflect the GO funds of the District.
- 5) The difference is not significant.
- 6) Decreased volumes in both I/P and O/P services caused the decrease in net Patient Revenues compared to budget.
- 7) The decrease in volumes drove down operating expenses, especially in wages and certain related benefits.
- 8) The significant increase in non-operating income was due to great investment returns in the first half of the fiscal year.



El Camino Healthcare District

Stand-Alone - Comparative Balance Sheet (\$ Thousands)

These financial statements exclude the District's El Camino Hospital Corporation and its controlled affiliates

	<u>Dec 31, 2023</u>	<u>June 30, 2023</u>		<u>Dec 31, 2023</u>	<u>June 30, 2023</u>
<u>ASSETS</u>			<u>LIABILITIES & FUND BALANCE</u>		
Cash & cash equiv ⁽¹⁾	\$16,762	\$13,199	Accounts payable	\$7	\$5
Short term investments ⁽¹⁾	12,207	7,038	Current portion of bonds	3,398	3,293
Due fm Retiree Health Plan ⁽²⁾	0	0	Bond interest payable ⁽¹⁰⁾	3,155	4,671
S.C. M&O Taxes Receivable ⁽³⁾	2,720	0	Other Liabilities	237	276
Other current assets ^(3a)	65	121			
Total current assets	<u>\$31,754</u>	<u>\$20,358</u>	Total current liabilities	<u>\$6,797</u>	<u>\$8,245</u>
Operational Reserve Fund ⁽⁴⁾	1,500	1,500			
Capital Appropriation Fund ⁽⁵⁾	24,574	22,657			
Capital Replacement Fund ⁽⁶⁾	5,607	5,607	Deferred income	0	55
Community Partnership Fund ⁽⁷⁾	7,753	10,562	Bonds payable - long term	98,942	102,354
Total Board designated funds	<u>\$39,434</u>	<u>\$40,326</u>	Total liabilities	<u>\$105,739</u>	<u>\$110,654</u>
Funds held by trustee ⁽⁸⁾	<u>\$36,428</u>	<u>\$40,256</u>	Fund balance		
Capital assets, net ⁽⁹⁾	<u>\$10,646</u>	<u>\$10,649</u>	Unrestricted fund balance	\$81,395	\$70,912
			Restricted fund balance	(68,872)	(69,977)
			Total fund balance ⁽¹¹⁾	<u>\$12,523</u>	<u>\$935</u>
TOTAL ASSETS	<u>\$118,262</u>	<u>\$111,590</u>	TOTAL LIAB & FUND BALANCE	<u>\$118,262</u>	<u>\$111,590</u>



Note: Totals may not agree due to rounding. See page 9 for footnotes.

El Camino Healthcare District

YTD Stand-Alone Statement of Revenue and Expenses (\$ Thousands)

Comparative Year-to-Date December 31, 2023

These financial statements exclude the District's El Camino Hospital Corporation and its controlled affiliates

	Actual	Current Year Budget	Variance	Prior Full Year Actual
REVENUES				
(A) Ground Lease Revenue ⁽¹²⁾	\$ 55	53	\$ 2	\$ 108
(B) Redevelopment Taxes ⁽¹³⁾	-	150	(150)	528
(B) Unrestricted M&O Property Taxes ⁽¹³⁾	7,365	7,365	-	10,601
(B) Restricted M&O Property Taxes ⁽¹³⁾	5,925	5,925	-	13,045
(B) G.O. Taxes Levied for Debt Service ⁽¹³⁾	3,200	5,600	(2,400)	12,574
(B) IGT/PRIME Medi-Cal Program ⁽¹⁴⁾	(1,190)	(1,500)	310	(2,178)
(B) Investment Income (net)	1,122	441	681	(276)
(B) Other income	-	-	-	-
TOTAL NET REVENUE	16,477	18,034	(1,556)	34,402
EXPENSES				
(A) Wages & Benefits ⁽¹⁵⁾	10	3	(7)	5
(A) Professional Fees & Purchased Svcs ⁽¹⁶⁾	247	242	(5)	547
(A) Supplies & Other Expenses ⁽¹⁷⁾	40	16	(24)	110
(B) G.O. Bond Interest Expense (net) ⁽¹⁸⁾	2,215	3,353	1,138	5,191
(B) Community Partnership Expenditures ⁽¹⁹⁾	4,365	3,975	(390)	7,346
(A) Depreciation / Amortization	3	3	-	5
TOTAL EXPENSES	6,880	7,592	712	13,204
NET INCOME	\$ 9,598	\$ 10,442	\$ (844)	\$ 21,198
 (A) Operating Revenues & Expenses (B) Non-operating Revenues & Expenses				
RECAP STATEMENT OF REVENUES & EXPENSE				
(A) Net Operating Revenues & Expenses	\$ (245)			
(B) Net Non-Operating Revenues & Expenses	9,842			
NET INCOME	\$ 9,598			



Note: Totals may not agree due to rounding. See page 10 for footnotes.

El Camino Healthcare District

Stand Alone - Comparative YTD Statement of Fund Balance Activity (\$ Thousands)

*These financial statements **exclude** the District's El Camino Hospital Corporation and its controlled affiliates*

	<u>Dec 31, 2023</u>	<u>June 30, 2023</u>
Fiscal year beginning balance	\$ 935	\$ (22,367)
Net income year-to-date	\$ 9,598	\$ 21,198
Transfers (to)/from ECH:		
IGT/PRIME Funding ⁽²⁰⁾	\$ 73	\$ 2,104
Capital Appropriation projects ⁽²¹⁾	\$ 1,917	
Fiscal year ending balance	<u>\$ 12,523</u>	<u>\$ 935</u>



Note: Totals may not agree due to rounding. See page 10 for footnotes.

El Camino Healthcare District

Notes to Stand-Alone Financial Statements

*These financial statements **exclude** the District's El Camino Hospital Corporation and its controlled affiliates*

- (1) **Cash & Short Term Investments** – The increase over June 30 is due to increased M&O taxes being received in the current year.
- (2) **Due from Retiree Health Plan** – The monies due from Trustee for District's Retiree Healthcare Plan.
- (3) **S.C. M&O Taxes Receivable** – The increase is due to accruing for M&O taxes to be received in subsequent months.
- (3a) **Other Current Assets** – The decrease is not significant.
- (4) **Operational Reserve Fund** – Starting in FY 2014, the Board established an operational reserve for unanticipated operating expenses of the District.
- (5) **Capital Appropriation Fund** – The increase is due to the establishment of the year-end FY23 funding set aside for the completion of the MV Campus.
- (6) **Capital Replacement Fund** – Formerly known as the Plant Facilities Fund (AKA - Funded Depreciation) which reserves monies for the major renovation or replacement of the portion of the YMCA (Park Pavilion) owned by the District.
- (7) **Community Partnership Fund** – This fund retains unrestricted (Gann Limit) funds to support the District's operations and primarily to support its Community Partnership Programs.
- (8) **Funds Held by Trustee** – Funds from General Obligation tax monies, being held to make the debt payments when due.
- (9) **Capital Net Assets** - The land on which the Mountain View Hospital resides, a portion of the YMCA building, property at the end of South Drive (currently for the Road Runners operations), and a vacant lot located at El Camino Real and Phyllis.
- (10) **Bond Interest Payable** – The decrease is a timing issue and will increase in subsequent months to be comparable to the June 30 amount.
- (11) **Fund Balance** – The positive fund balance is a result of the General Obligation bonds which assisted in funding the replacement hospital facility in Mountain View. Accounting rules required the District to recognize the obligation in full at the time the bonds were issued ; receipts from taxpayers will be recognized in the year they are levied.



El Camino Healthcare District

Notes to Stand-Alone Financial Statements

*These financial statements **exclude** the District's El Camino Hospital Corporation and its controlled affiliates*

(12) Other Operating Revenue – Lease income from El Camino Hospital for its ground lease with the District.

(13) Taxes: Redevelopment, M&O, G.O. – Tax receipts during the period. G.O. Taxed Levied for Debt will catch up in January as the semi-annual disbursement will occur from the County.

(14) IGT/PRIME Expense – Payments in support of the PRIME or IGT programs.

(15) Wages & Benefits – Due to a new IRS reg that board stipends previously paid as reportable 1099 transactions are now considered to be W-2 reportable transactions, and reported in this section, where previously reported in the “Supplies & Other Expenses.” There will continue to be no other “employees” of the District. This change started in April 2022.

(16) Professional Fees & Services – Actual detailed below:

• Community Partnership Support from ECH (54% of SW&B)	\$ 179
• Legal Fees	7
• Communications Support	55
• Other	6
	<u>\$ 247</u>

(17) Supplies & Other Expenses – Actual detailed below:

• Marketing / Advertising (via television)	\$ 31
• Dues & Subscriptions	9
	<u>\$ 40</u>

(18) G.O. Bond Interest Expense – It is to be noted that on March 22, 2017 the District refunded \$99M of its remaining \$132M 2006 G.O. bond issue. Refunding of the 2006 G.O. debt, given current interest rates, caused a net present value savings of \$7M.

(19) Community Partnership Expenditures – Starting in FY2014, the District is directly operating its Community Partnership Program at the District level. This represents amounts expended to grantees and sponsorships thus far in this fiscal year. Note the major payments to recipients are made in August & January of the fiscal year.

(20) IGT/PRIME Funding – Transfers from ECH for participation in the PRIME or IGT program thus far in FY 2024.

(21) Capital Appropriation Projects Transfer – Net increase of last year transferred out and establishing current year.



El Camino Healthcare District

Sources & Uses of Tax Receipts (\$Thousands)

These financial statements exclude the District's El Camino Hospital Corporation and its controlled affiliates

<u>Sources of District Taxes</u>	<u>12/31/23</u>
(1) Maintenance and Operation and Government Obligation Taxes	\$16,490
(2) Redevelopment Agency Taxes	0
Total District Tax Receipts	\$16,490
<u>Uses Required Obligations / Operations</u>	
(3) Government Obligation Bond	3,200
Total Cash Available for Operations, CB Programs, & Capital Appropriations	13,290
(4) Capital Appropriation Fund – Excess Gann Initiative Restricted*	5,925
Subtotal	7,368
(5) Operating Expenses (Net)	245
Subtotal	7,120
(6) Capital Replacement Fund (Park Pavilion)	4
Funds Available for Community Partnership Programs	\$7,116

*Gann Limit Calculation for FY2024

\$11,048

(1) M&O and G.O. Taxes	• Cash receipts from the 1% ad valorem property taxes and Measure D taxes
(2) Redevelopment Agency Taxes	• Cash receipts from dissolution of redevelopment agencies
(3) Government Obligation Bond	• Levied for debt service
(4) Capital Appropriation Fund	• Excess amounts over the Gann Limit are restricted for use as capital
(5) Operating Expenses	• Expenses incurred in carrying out the District's day-to-day activities
(6) Capital Replacement Fund	• Fund to ensure that the District has adequate resources to fund repair and replacement of its capital assets (Park Pavilion)



Q & A





EL CAMINO HEALTHCARE DISTRICT BOARD MEETING MEMO

To: El Camino Healthcare District (ECHD) Board of Directors
From: John Zoglin, Ad Hoc Committee Chair
Date: February 13, 2024
Subject: Re- Appointment of Lanhee Chen and Don Watters to the El Camino Hospital Board of Directors

Recommendation:

To re-appoint Lanhee Chen and Don Watters to the El Camino Hospital ("ECH") Board of Directors for a term beginning on July 1, 2024 and expiring on June 30, 2027 as unanimously recommended by the Ad Hoc Committee and advisors.

Summary:

1. Situation: There are two members of the ECH Board of Directors, Lanhee Chen and Don Watters, with terms expiring on June 30, 2024, and both are interested in being re-elected to the ECH Board for another 3-year term.
2. Authority: Pursuant to the Process, each year the ECHD Board has appointed an Ad Hoc Committee to consider the re-appointment of ECH Board members whose terms are set to expire at the end of the fiscal year.
3. Background: The Ad Hoc Committee and advisors met on November 27, 2023, December 15, 2023, January 29, 2024, and February 6, 2024 to (1) discuss the process and timeline; (2) discuss current needs of the board; (3) discuss the skills and competency process; (4) review candidate questionnaires and attendance reports; (5) interview both candidates for re-appointment; and (5) discuss the re-appointment of both Directors to the ECHB for a term beginning on July 1, 2024 and expiring on June 30, 2027.
4. Assessment: N/A
5. Other Reviews: None
6. Outcomes: The possible re-appointment of Lanhee Chen and Don Watters to the El Camino Hospital ("ECH") Board of Directors.



**EL CAMINO HEALTHCARE DISTRICT
RESOLUTION 2024-02**

WHEREAS, there is a "2017 Director" seat (as that term is defined in the Bylaws Article 4.5) on the Board of Directors of El Camino Hospital with term expiring on June 30, 2024; and

WHEREAS, pursuant to Article 5.1 of the Bylaws of El Camino Hospital, the El Camino Healthcare District, as the sole voting Member, shall nominate and elect all members of the Board of Directors of El Camino Hospital;

NOW, THEREFORE, BE IT RESOLVED, that the nominations be closed and that a unanimous ballot be cast in favor of the individual named below for election as Director of El Camino Hospital for a term to commence July 1, 2024 with a term of office as set forth below:

NAME

TERM OF OFFICE

Lanhee Chen

Expiring on June 30, 2027

DULY PASSED AND ADOPTED by the El Camino Healthcare District Board of Directors at a Regular Meeting held on February 13, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Zoglin
Secretary, El Camino Healthcare District



**EL CAMINO HEALTHCARE DISTRICT
RESOLUTION 2024-03**

WHEREAS, there is a "2017 Director" seat (as that term is defined in the Bylaws Article 4.5) on the Board of Directors of El Camino Hospital with term expiring on June 30, 2024; and

WHEREAS, pursuant to Article 5.1 of the Bylaws of El Camino Hospital, the El Camino Healthcare District, the sole voting Member, has the right to nominate and elect all members of the Board of Directors of El Camino Hospital;

NOW, THEREFORE, BE IT RESOLVED, that the nominations be closed and that a unanimous ballot be cast in favor of the individual named below for election as Director of El Camino Hospital for a term to commence July 1, 2024 with a term of office as set forth below:

NAME

TERM OF OFFICE

Don Watters

Expiring on June 30, 2027

DULY PASSED AND ADOPTED by the El Camino Healthcare District Board of Directors at a Regular Meeting held on February 13, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

John Zoglin
Secretary, El Camino Healthcare District



EL CAMINO HEALTHCARE DISTRICT BOARD OF DIRECTORS MEETING MEMO

To: El Camino Healthcare District Board of Directors
From: Theresa Fuentes, Chief Legal Officer
Date: February 13, 2024
Subject: Recommendation to Update Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members ("Guidelines")

Recommendation(s): Recommend to the El Camino Healthcare District Board (ECHD) to approve the Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members ("Guidelines").

Background:

The El Camino Hospital Board (ECHB) approved the Guidelines on February 7, 2024. Upon request of the ECHB, Section VI.A.d has been added to include the language that Advisory Committee members may contact the Executive Sponsor of their assigned Committee directly regarding the business related to the Committee, with a copy to the Chair of the Committee.

The El Camino Healthcare District (ECHD) communication guidelines mirror the ECHB guidelines. In order to ensure efficient and consistent communication processes, the Guidelines combine the two separate ECHB and ECHD documents into one document that will apply to both the ECHB and the ECHD. .

Next Steps:

1. **Upon approval by the ECHD, the separate ECHD guidelines will be retired.**
2. **Governance:** After all appropriate approvals, the Guidelines will serve as the guidelines for both ECHD and ECHB. This will ensure uniformity in communication guidelines across the two entities.

Rationale:

This recommendation will increase efficiency, consistency and clarity for Board members, Advisory Committee members and Staff regarding communication processes. Creating one set of Guidelines for ECHB and ECHD will make it easier for staff and stakeholders to understand and follow the guidelines.

List of Attachments:

1. ECHB and ECHD: Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members – Clean
2. ECHB and ECHD: Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members - Redline

10a2. Communication with the CEO and Staff (2018.06.13) _CLEAN



TITLE:	Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
ORIGINAL DATE:	January 14, 2015
LAST APPROVAL:	Hospital Board: February 7, 2024 District Board: February 13, 2024

- I. **COVERAGE:** Members of the El Camino Hospital Board of Directors and Advisory Committees and El Camino Healthcare District Board of Directors
- II. **PURPOSE:** To provide an efficient process for individual Board and Advisory Committee members to request information or assistance from Hospital staff relating to agenda items, governance, or interpretations of policy and other board requirements.
- III. **POLICY STATEMENT:** It is the policy of the El Camino Hospital Board of Directors and the El Camino Healthcare District that staff be available to individual Hospital Board, District Board and Advisory Committee members (collectively “Board members”) to respond to reasonable requests for information or assistance , and that the Board or Committee Chair be kept informed of such requests. This policy shall not apply to requests for staff work on matters that have been approved by a Board or Committee, and the request is made by the Board or Committee Chair on behalf of the Board or Committee.
- IV. **DEFINITIONS:**
N/A
- V. **REFERENCES:**
N/A
- VI. **PROCEDURE:**
 - A. **Communication Generally:** All Board member general requests for information or assistance from Hospital staff shall be as follows:
 - a. All communications to the Chief Executive Officer shall be submitted directly to the Chief Executive Officer.

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the electronic version prevails.



TITLE:	Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
ORIGINAL DATE:	January 14, 2015
LAST APPROVAL:	Hospital Board: February 7, 2024 District Board: February 13, 2024

- b. All requests for legal advice and support shall be submitted directly to the Chief Legal Officer. Any use of outside counsel must be approved by the Chief Legal Officer or the Chief Executive Officer.
- c. Chairs of the Advisory Committees may contact the Executive Sponsor of their assigned Committee directly regarding the business related to the Committee
- d. Advisory Committee members may contact the Executive Sponsor of their assigned Committee directly regarding business related to the Committee, with a copy to the Chair of the Committee.
- e. Routine clerical requests, such as for clarification of meeting dates and locations and access to items in the Board portal, should be directed to the Executive Assistant, Director of Governance Services, or other person assigned to support the Board or Committee.
- f. All other requests **shall be in writing through email** to the Director of Governance Services, with a copy to the Board or Committee Chair.
 - i. The Director of Governance Services shall consult with the Chief Executive Officer and the Chief Legal Officer as appropriate to ensure that the response is consistent with governing documents, policy, and practice,
 - ii. The Director of Governance Services, or designee, shall respond **in writing** to the request, with a copy to the Board or Committee Chair, **within 2 business days**. If additional time is needed for response, the Director of Governance shall respond with an estimate of approximate time for response.
 - iii. The Director of Governance Services, or designee, shall log the request and the response on the Board Information Response log, which shall be available on the Board portal.

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TITLE:	Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
ORIGINAL DATE:	January 14, 2015
LAST APPROVAL:	Hospital Board: February 7, 2024 District Board: February 13, 2024

- f. In the case of an emergency after business hours or on a holiday or weekend, Board and Advisory Committee members can contact the Administrator on Call (AOC) by calling the Hospital Operator at 650-940-7000 and asking for the AOC.
- g. When acting as a member of the public, and not in their role as a member of the Board, members may interact with Hospital staff directly. For example, if a member is a patient, or has a family member who is a patient, the member should interact with staff as necessary and appropriate related to patient care.

B. Board or Committee Member Requests for Substantive Staff Work Within the Scope of the Board or Committee:

1. If a request for substantive staff work within the scope of the Board or Committee is made to the CEO by a Board member other than the Chair, the Board member shall communicate that request via e-mail to the CEO, the Board or Committee Chair and the Director of Governance Services. The CEO will evaluate the staff time required to fulfill the request. If the CEO estimates that a request will require more than 2.5 hours of staff work, the CEO will inform the Chair prior to beginning the work. The Chair will either authorize the work or add the request to the agenda for an upcoming Board or Committee meeting.
2. The CEO shall not honor requests for staff work on matters that the Board has considered and voted not to approve or pursue.
3. The CEO will keep the Board or Committee Chair informed of all requests for staff work from Board members other than the Board or Committee Chair.

VII. APPROVAL:

APPROVING COMMITTEES AND AUTHORIZING BODY	APPROVAL DATES
--	-----------------------

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TITLE:	Guidelines for Board and Committee Member Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
ORIGINAL DATE:	January 14, 2015
LAST APPROVAL:	Hospital Board: February 7, 2024 District Board: February 13, 2024

Governance Committee Originating Committee or UPC Committee	12/12/2023
(name of) Medical Committee (if applicable):	N/A
ePolicy Committee:	N/A
Pharmacy and Therapeutics (if applicable):	N/A
Medical Executive Committee:	N/A
Hospital Board of Directors:	02/07/24
District Board of Directors:	02/13/24
Historical Approvals:	1/14/15; 6/13/2018

VIII. ATTACHMENTS:
N/A

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10a3. Communication with the CEO and Staff (2018.06.13) _Combined Redline



TITLE: Guidelines for Board and Committee Member
Communication with the CEO and Other El Camino Hospital Staff Members

CATEGORY: Administrative

ORIGINAL DATE: January 14, 2015

LAST APPROVAL: June 13, 2018 Hospital Board: February 7, 2024
District Board: February 13, 2024

TYPE: ☒ Policy ☐ Protocol ☐ Scope of Service/ADT
☒ Procedure ☐ Standardized Process/Procedure

SUB-CATEGORY: Board

OFFICE OF ORIGIN: Administration

ORIGINAL DATE: January 14, 2015

- I. **COVERAGE:** Members of the El Camino Hospital Board of Directors and Advisory Committees and El Camino Healthcare District Board of Directors
- II. **PURPOSE:** To provide an efficient process for individual Board and Advisory Committee members to request ~~or share~~ information or assistance from Hospital staff relating to agenda items, governance, or interpretations of policy and other board requirements. ~~and for Board members to request and obtain staff assistance with research or projects.~~
- III. **POLICY STATEMENT:** It is the policy of the El Camino Hospital Board of Directors and the El Camino Healthcare District that staff be available to ~~(1) individual Hospital Board, dDistrict Board~~ and Advisory Committee members (collectively "Board members") to respond to pursuant to reasonable requests to obtain for information or assistance ~~or share information and (2) to individual Board members for assistance with research or projects,~~ and that the Board or Committee Chair be kept informed of such requests. This policy shall not apply to requests for staff work on matters that have been approved by a Board or Committee, and the request is made by the Board or Committee Chair on behalf of the Board or a Board Advisory Committee. ~~made by the Committee or the Committee Chair.~~
- IV. **DEFINITIONS:**
N/A
- V. **REFERENCES:**

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TITLE:	Guidelines for <u>Board and Committee Member</u> Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
<u>ORIGINAL DATE:</u>	<u>January 14, 2015</u>
<u>LAST</u> <u>LAST APPROVAL:</u>	<u>June 13, 2018 Hospital Board: February 7, 2024</u> <u>District Board: February 13, 2024</u>

N/A

VI. PROCEDURE:

A. Communication Generally: All Board member general requests for information or assistance from Hospital staff shall be as follows:

- a. All communications to the Chief Executive Officer shall be submitted directly to the Chief Executive Officer.
- b. All requests for legal advice and support shall be submitted directly to the Chief Legal Officer. Any use of outside counsel must be approved by the Chief Legal Officer or the Chief Executive Officer.
- c. Chairs of the Advisory Committees may contact the Executive Sponsor of their assigned Committee directly regarding the business related to the Committee.
- d. Advisory Committee members may contact the Executive Sponsor of their assigned Committee directly regarding business related to the Committee, with a copy to the Chair of the Committee.
- e. Routine clerical requests, such as for clarification of meeting dates and locations and access to items in the Board portal, should be directed to the Executive Assistant, Director of Governance Services, or other person assigned to support the Board or Committee.
- f. All other requests **shall be in writing through email** to the Director of Governance Services, with a copy to the Board or Committee Chair.
 - i. The Director of Governance Services shall consult with the Chief Executive Officer and the Chief Legal Officer as appropriate to

NOTE: Printed copies of this document are uncontrolled. In the case of a conflict between printed and electronic versions of this document, the electronic version prevails.



TITLE:	Guidelines for <u>Board and Committee Member</u> Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
ORIGINAL DATE:	<u>January 14, 2015</u>
LAST LAST APPROVAL:	June 13, 2018 Hospital Board: <u>February 7, 2024</u> <u>District Board: February 13, 2024</u>

ensure that the response is consistent with governing documents,
policy, and practice.

ii. The Director of Governance Services, or designee, shall respond
in writing to the request, with a copy to the Board or Committee
Chair, within 2 business days. If additional time is needed for
response, the Director of Governance shall respond with an
estimate of approximate time for response.

iii. The Director of Governance Services, or designee, shall log the
request and the response on the Board Information Response
log, which shall be available on the Board portal.

f. In the case of an emergency after business hours or on a holiday or
weekend, Board and Advisory Committee members can contact the
Administrator on Call (AOC) by calling the House Supervisor at (650)
336-4933 Hospital Operator at 650-940-7000 and asking for the
AOC.

g. When acting as a member of the public, and not in their role as a
member of the Board, members may interact with Hospital staff
directly. For example, if a member is a patient, or has a family
member who is a patient, the member should interact with staff as
necessary and appropriate related to patient care.

~~The Director of Governance Services or, in the prolonged absence of the
Director of Governance Services, a specific designee, shall serve as the first
and primary point of contact between the Board and Advisory Committee
Members and staff.~~

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TITLE:	Guidelines for <u>Board and Committee Member</u> Communication with the CEO and Other El Camino Hospital Staff Members
CATEGORY:	Administrative
<u>ORIGINAL DATE:</u>	<u>January 14, 2015</u>
<u>LAST</u> <u>LAST APPROVAL:</u>	<u>June 13, 2018 Hospital Board: February 7, 2024</u> <u>District Board: February 13, 2024</u>

~~f. The Director of Governance Services, when at all possible, is expected to (1) return phone calls and e-mails within 2 business days and (2) notify Board and Advisory Committee Members in advance of planned absences greater than two business days. Exceptions include:~~

~~— Board Members may contact the CEO directly with the Board Chair on copy. Regarding substantive matters related to committee work, Advisory Committee Members may contact their Committee Chair directly.~~

~~1. For routine clerical matters, the Board and Advisory Committee members should first contact the Board Services Coordinator, or the Executive Assistant who supports their assigned Board Advisory Committee, but may always refer a matter to the Director of Governance Services at their discretion.~~

~~2.1. Chairs of the Advisory Committees may contact the Executive Sponsor of their assigned Committee directly regarding the business related to the Committee.~~

~~2. To schedule an 1:1 appointment with the CEO, Board members should contact the El Camino Hospital employee who manages the CEO's calendar, but may always refer a matter to the Director of Governance Services at their discretion.~~

~~In the case of an extreme emergency after business hours or on a holiday or weekend, Board and Advisory Committee members should contact the Administrator on Call (AOC) by calling the House Supervisor at (650) 336-4933. Contact information for the AOC will also be maintained in the Board Portal.~~

~~2. When acting as a member of the public, and not in their role as a member of the Board or an Advisory Committee, Board and Advisory Committee members may interact with Hospital staff directly. For example, if a member is a patient, or has a family member who is a patient, the Board member should interact with staff as necessary and appropriate related to patient care.~~

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B. Board or Committee Member Requests for Substantive Staff Work Within the Scope of the Board or Committee:

1. If a request for substantive staff work within the scope of the Board or Committee is made to the CEO by a Board member other than the Board Chair, the Board member shall communicate that request via e-mail to the CEO, the Board or Committee Chair and the Director of Governance Services, ~~and the Board Chair~~. The CEO will evaluate the staff time required to fulfill the request. If the CEO estimates that a request will require more than 2.5 hours of staff work, the CEO will inform the Board Chair prior to beginning the work. The Chair will either authorize the work or add the request to the agenda for an upcoming Board or Committee meeting. ~~the next meeting. Each Board member may make one such request between Board meetings.~~
- ~~1. If a request for staff work on an item is made to the CEO by two or more Board members, those Board members shall communicate that request via email to both the CEO, the Board Chair and the Director of Governance Services, and the Board Chair. The CEO shall evaluate the staff time required to comply with the request. If the CEO estimates that a request will require more than 5 hours of staff work, the CEO will inform the Board Chair prior to beginning the work. The Chair will either authorize the work or agendize the topic for the next meeting. Each Board member may initiate one such request between Board meetings.~~

2. The CEO shall not honor requests for staff work ~~from individual or groups of two Board members~~ on matters that the Board has considered and voted not to approve or pursue.

3. The CEO will keep the Board or Committee Chair informed ~~in regards to of~~ all requests for staff work from Board members other than the Board or Committee Chair.



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VII. APPROVAL:

APPROVING COMMITTEES AND AUTHORIZING BODY	APPROVAL DATES
<u>Governance Committee</u> Originating Committee or UPC Committee	<u>12/12/2023</u> N/A
(name of) Medical Committee (if applicable):	N/A
ePolicy Committee:	N/A
Pharmacy and Therapeutics (if applicable):	N/A
Medical Executive Committee:	N/A
<u>Hospital</u> Board of Directors:	<u>February date 02/07/24?</u> <u>6/13/2018</u>
<u>District Board of Directors:</u>	<u>February date 02/13/24</u>
Historical Approvals:	1/14/15; 6/13/2018

VIII. ATTACHMENTS:

N/A

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