



525 Veterans Blvd.
Redwood City, CA 94063
650-421-2155 Phone
650-421-2159 Fax

www.seqhd.org

A G E N D A

**SEQUOIA HEALTHCARE DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
4:30 PM, Wednesday, September 28, 2022
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063**

This meeting will be held in person at 525 Veteran’s Boulevard in Redwood City with access available via Zoom teleconference. To join the meeting from your cellphone dial [\(669\) 900-9128](tel:6699009128) and enter meeting ID: [823 3896 6357](https://us02web.zoom.us/j/82338966357) or join from a computer to <https://us02web.zoom.us/j/82338966357>. Additional information regarding the meeting can be located at our website: www.seqhd.org

1. Call To Order And Roll Call
2. Public Comment On Non-Agenda Items*
- ACTION 3. Consent Calendar - President Shefren
 - a. Approve July 27, 2022 Special Meeting Minutes
 - b. Accept July And August 2022 Financial Statements
- ACTION 4. New Business
 - a. Consider Richardson & Company LLC Contract For Audit Services For 5 Years Beginning With FY 21-22 - President Shefren 4:40-4:50
 - b. Update By San Mateo Medical Center Dental Clinic On Year-End Outcomes - Dr. Hashoush 5:15-5:30
 - c. Update On Dental Access Planning And Discussion Of Pilot Program To Partner With Private Dentists To Increase Access For District Residents - CEO Kurtzman and Director Griffin 5:30-5:50
 - ACTION d. Consider Grant Request For \$85,000 From Redwood City Together For RCT Youth Initiative - Mr. Avendano 5:50-6:05
 - ACTION e. Consider \$50,000 Grant For Joint Proposal With Dignity Health/Sequoia Hospital To Provide Funds To Non-Profits That Feed Food Insecure Clients During The Holiday Season - Ms. Bratton 6:05-6:15
 - ACTION f. Director Requests For Future Agenda Items Per Board Policy 8.3 - President Shefren 6:15-6:20
5. CEO/Staff Reports:
 - a. CEO Report And Staff Reports 6:20-6:40
- ACTION 6. Adjourn
The Next Regular Meeting Of The Board Of Directors Of Sequoia Healthcare District Is Scheduled For 4:30 PM, Wednesday, December 7, 2022, District Conference Room, 525 Veterans Blvd., Redwood City, CA 94063

Jerry Shefren, MD, Board President

*Public comment will be taken for each agenda item prior to the board’s consideration on that item.

Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District office, 525 Veterans Blvd., Redwood City, CA, during normal business hours. Please telephone 650-421-2155 ext 201 to arrange an appointment.

If you are an individual with a disability and need an accommodation to participate in this meeting, please contact Sequoia Healthcare District at least 48-hours in advance at 650-421-2155 ext 201.

MINUTES OF SPECIAL MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
July 27, 2022
Conference Room, 525 Veterans Boulevard
Redwood City, CA 94063

<u>Directors Present</u>	<u>Directors Excused</u>	<u>Also Present</u>
Director Griffin Director Martinez Director Nayfack Director Shefren		Pamela Kurtzman, CEO Mr. Hudak, Legal Counsel Ms. Stamper, Recorder

1. Call to Order

President Shefren called the meeting to order at 4:30PM. Roll call attendance was taken. A quorum was present.

2. Public Comment/Non-Agenda Items

President Shefren asked if there was any public comment on non-agenda items. There was none.

3. Consent Calendar

Motion: To approve consent calendar with correction to the date at the bottom of second page of Resolution 2022-05.

By: Director Nayfack

Seconded by: Director Griffin

Vote: Ayes -- Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

Motion Passed: 3-0-0-1

4.a. Accept The District's Annual Audit For The Period Ending June 30, 2021

President Shefren asked if there was public comment on this agenda item. There was none.

Director Martinez joined the meeting during this presentation.

Nathan Edelman of Eide Bailly presented the 2021 Annual Financial report. They did not identify any deficiencies or instances of noncompliance under government accounting standards.

Motion: To accept the District's Annual Audit for the period ending June 30, 2021.

By: Director Griffin

Seconded by: Director Nayfack

Vote: Ayes -- Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 4-0-0-0

DRAFT

4.b. Appoint Director To Fill Vacant Board of Directors Position

President Shefren asked if there was public comment on this agenda item. There was none.

Director Faro resigned from the Board of Directors effective June 1, 2022. Directors Nayfack and Martinez interviewed two applicants for the vacant director position, Michael Garb and William Fong. They recommended Michael Garb be appointed to Director Faro's vacant seat for Zone A for the remainder of the term which ends December 7, 2022.

Director Griffin wanted it on the record that she opposed Director Faro's resignation and is against appointing a replacement.

Motion: To approve the appoint of Michael Garb to the vacant director seat for Zone A.

By: Director Nayfack

Seconded by: Director Shefren

Vote: Ayes -- Martinez, Nayfack, Shefren

Nos -- Griffin

Abstain --

Absent --

Motion Passed: 3-1-0-0

4.c. Review SIA Market Report

President Shefren asked if there was public comment on this agenda item. There was none.

Andrew Lin and Dennis Pettinelli reviewed the status of the current investments and the market predictions going forward.

4.d. Approve CEO To Transfer \$10M Of Future Program Investment Dollars From Checking Account To District Reserve Account

President Shefren asked if there was public comment on this agenda item. There was none.

Motion: To approve transferring \$10M from the District checking account in to the Schwab investment account.

By: Director Shefren

Seconded by: Director Nayfack

Vote: Ayes -- Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 4-0-0-0

4.e. Community Caring Grants Year-End Outcomes

President Shefren asked if there was public comment on this agenda item. There was none.

Ms. Bratton presented an analysis of the year end outcomes for the community caring grants for FY 2021-22. 59 Grantees successfully completed their surveys. A majority have continued to expand online offerings and utilize telehealth services. In total, Grantees increased services to residents from 29K clients served to 65K clients.

4.f. Approve Changes to Employee Health Benefits

President Shefren asked if there was public comment on this agenda item. There was none.

CEO Kurtzman suggested changes to employee health benefits as incentive to retain employees and remain competitive. Changes included 1) increasing District contribution to CalPers health premium from a maximum of \$2,000 to \$2,300 (employee contribution of 5% remains the same), 2) adding a Delta dental and vision plan, and 3) offering employees a health savings account (HSA) to allow employees to set aside pre-tax dollars to pay for medical expenses.

Motion: To approve changes to the employee benefit package as outlined by CEO Kurtzman.

By: Director Shefren

Seconded by: Director Griffin

Vote: Ayes - Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 4-0-0-0

4.g. Director Requests for Future Agenda Items per Board Policy 8.3

There were no requests for future agenda items.

5. CEO/Staff Reports

ACHD conference is September 13-16, 2022 in Orange County. The early bird deadline is August 13th.

September 1 is the Fire Prevention Town Hall hosted by Parent Venture, featuring a talk by a Fire Marshall. Ms. Garcia is creating a flyer.

Ms. Bratton is in talks with Park and Rec departments to see if we can fund senior health courses.

Ms. Garcia is working to upload all the archived Board meeting documents to the District website.

Dr. Li is finalizing school district MOUs for 2022-23.

6. Adjourn

Motion: To adjourn the meeting at 6:00PM.

By: Director Nayfack

Seconded by: Director Shefren

All in favor

Motion Passed

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, October 5, 2022, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Aaron Nayfack, M.D.,
Secretary

11:28 AM
09/20/22
Accrual Basis

Sequoia Healthcare District
Balance Sheet - by Month
As of August 31, 2022

	Jul 31, 22	Aug 31, 22
ASSETS		
Current Assets		
Checking/Savings		
10150-0 · Cash (WF-MMA)	4,560,254.26	3,760,286.41
10200-0 · Cash (WF)	10,594,492.76	602,719.55
10250-0 · Cash from Investments	314,916.70	314,916.70
10300-5 · Cash Equivalents	10,845,529.78	10,720,290.78
10350-0 · Schwab Operating Funds Acct#739	10,196,614.01	20,065,809.01
Total Checking/Savings	36,511,807.51	35,464,022.45
Other Current Assets		
10400-0 · Pension Assets-Vanguard	62,291,104.00	62,291,104.00
10500-9 · Pension Contribution Rcvble	24,378,931.00	24,378,931.00
10502-0 · Prepaid Grants	500,000.00	500,000.00
Total Other Current Assets	87,170,035.00	87,170,035.00
Total Current Assets	123,681,842.51	122,634,057.45
Fixed Assets		
12100-6 · Land	138,927.00	138,927.00
12200-6 · Land Improvements	144,158.05	144,158.05
12300-1 · Improvements-Classroom	83,410.44	83,410.44
12300-6 · Buildings	1,249,382.30	1,249,382.30
12300-8 · Building Improvements	547,329.57	547,329.57
12300-9 · Tenant Improvements	215,113.29	215,113.29
12400-6 · Equipment	76,222.26	76,222.26
12400-7 · Furniture	28,259.91	28,259.91
12500-6 · Accumulated Depreciation	-2,169,663.47	-2,173,538.30
Total Fixed Assets	313,139.35	309,264.52
TOTAL ASSETS	123,994,981.86	122,943,321.97
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	19,000.00	0.00
Total Accounts Payable	19,000.00	0.00
Other Current Liabilities		
20001-0 · Deposit Payable	3,565.00	3,565.00
20100-0 · Grants Payable	2,034,000.00	2,034,000.00
20200-0 · HSI Grants Payable	1,281,330.11	603,479.05
Total Other Current Liabilities	3,318,895.11	2,641,044.05
Total Current Liabilities	3,337,895.11	2,641,044.05
Long Term Liabilities		
22000-1 · Pension Contribution Payable	22,485,573.00	22,485,573.00
25000-0 · Deferred inflows from pension	1,893,358.00	1,893,358.00

11:28 AM
09/20/22
Accrual Basis

Sequoia Healthcare District
Balance Sheet - by Month
As of August 31, 2022

	<u>Jul 31, 22</u>	<u>Aug 31, 22</u>
Total Long Term Liabilities	24,378,931.00	24,378,931.00
Total Liabilities	27,716,826.11	27,019,975.05
Equity		
32000 · Retained Earnings	35,519,985.86	35,519,985.86
39004-1 · Invested in Capital Assets	516,195.00	516,195.00
39004-3 · Fiduciary Fund Balance	61,011,405.00	61,011,405.00
Net Income	-769,430.11	-1,124,238.94
Total Equity	<u>96,278,155.75</u>	<u>95,923,346.92</u>
TOTAL LIABILITIES & EQUITY	<u>123,994,981.86</u>	<u>122,943,321.97</u>

11:28 AM
09/20/22
Accrual Basis

Sequoia Healthcare District Profit & Loss - by Month July through August 2022

	Jul 22	Aug 22	TOTAL
Income			
40300 · Rental Income	800.00	800.00	1,600.00
40400 · Tax Revenue	96,281.24	0.00	96,281.24
40500 · Investment Income	206,982.00	-256,044.00	-49,062.00
40600 · Interest Income	155.23	55.10	210.33
Total Income	<u>304,218.47</u>	<u>-255,188.90</u>	<u>49,029.57</u>
Gross Profit	304,218.47	-255,188.90	49,029.57
Expense			
60100-1 · Admin. Expense	4,233.15	1,898.25	6,131.40
60101-1 · Administration Payroll	24,318.14	23,859.32	48,177.46
60300-1 · Board Health Insurance	2,114.02	-2,114.02	0.00
60300-2 · Employee Health Insurance	7,770.05	8,671.69	16,441.74
60350 · Employee Retirement Benefit	2,445.48	2,273.10	4,718.58
60500-1 · Office Supplies/Equip Maint	634.12	906.68	1,540.80
60600-1 · Purchase Services	1,350.00	0.00	1,350.00
60700-1 · Board Expense	0.00	2,350.00	2,350.00
60700-2 · Association/Membership Dues	0.00	8,111.00	8,111.00
60725-1 · Communications	0.00	-5,000.00	-5,000.00
60750-1 · Public Relations	3,853.00	0.00	3,853.00
60750-2 · Web Site/IT	2,705.53	6,436.53	9,142.06
60800-1 · Insurance	39,413.41	0.00	39,413.41
60806-1 · LAFCO fees	12,215.00	0.00	12,215.00
60810-1 · Legal Fees	0.00	810.00	810.00
65200-1 · Maintenance	2,319.30	1,388.98	3,708.28
65400-1 · Utilities	2,423.49	1,968.02	4,391.51
65450-1 · Property Insurance	5,656.58	0.00	5,656.58
65500-1 · Depreciation Expense	3,874.83	3,874.83	7,749.66
70200-1 · Grant Admin Expenses	11.50	0.00	11.50
70201-1 · Grant Admin Payroll	14,949.73	15,045.14	29,994.87
70400-1 · Other Grants	0.00	300.00	300.00
70560-1 · Ravenswood Family Health Center	500,000.00	0.00	500,000.00
70566-1 · Pen Volunteers LYFT program	0.00	1,947.28	1,947.28
70567-1 · BGCP Psychotherapist	46,585.00	0.00	46,585.00
70595-0 · Covid-19 Emergency Funds	-5,000.00	0.00	-5,000.00
70706-1 · Sequoia Safe (+HeartSafe)	39,130.00	1,750.03	40,880.03
70707-1 · Sequoia Strong	0.00	711.86	711.86
70707-2 · Sequoia Strong Payroll	7,284.65	6,608.04	13,892.69
70800-1 · School Health Expense	75.00	0.00	75.00
70801-1 · School Health Payroll	15,286.60	15,777.20	31,063.80
70802-1 · School Health Grants	340,000.00	2,046.00	342,046.00
Total Expense	<u>1,073,648.58</u>	<u>99,619.93</u>	<u>1,173,268.51</u>
Net Income	<u>-769,430.11</u>	<u>-354,808.83</u>	<u>-1,124,238.94</u>

**Month to Month Budget
July - August 2022**

	July Budget	July Actual	August Budget	August Actual	2 Month Total Budget	2 Month Total Actual	12 Month (July - June) Total Budget
Income							
Rental Income	800.00	800.00	800.00	800.00	1,600.00	1,600.00	9,600.00
Tax Revenue	100,000.00	96,281.24	40,000.00	0.00	140,000.00	96,281.24	14,000,000.00
Investment Income	7,000.00	206,982.00	7,000.00	(256,044.00)	14,000.00	(49,062.00)	80,000.00
Interest Income	75.00	155.23	75.00	55.10	150.00	210.33	800.00
2021 Dignity Settlement Agrmt	0.00	0.00	0.00	0.00	0.00	0.00	510,000.00
Pension Income	0.00	0.00	0.00	0.00	0.00	0.00	2,200,000.00
Total Income	107,875.00	304,218.47	47,875.00	(255,188.90)	155,750.00	49,029.57	16,800,400.00
Expenses							
Admin. Expense	3,300.00	4,233.15	3,300.00	1,898.25	6,600.00	6,131.40	28,000.00
Admin. Payroll	30,000.00	24,318.14	25,000.00	23,859.32	55,000.00	48,177.46	390,500.00
Board Health Insurance	1,600.00	2,114.02	1,600.00	(2,114.02)	3,200.00	0.00	20,000.00
Employee Health Insurance	9,000.00	7,770.05	9,000.00	8,671.69	18,000.00	16,441.74	120,000.00
Employee Retirement Benefit	2,446.00	2,445.48	2,200.00	2,273.10	4,646.00	4,718.58	28,000.00
Investment Fees	0.00	0.00	0.00	0.00	0.00	0.00	30,400.00
Office Supplies/Equip Maint	750.00	634.12	750.00	906.68	1,500.00	1,540.80	9,000.00
Purchased Services	1,400.00	1,350.00	1,400.00	0.00	2,800.00	1,350.00	100,000.00
Accounting fees	0.00	0.00	0.00	0.00	0.00	0.00	48,000.00
Board Expense	1,000.00	0.00	1,500.00	2,350.00	2,500.00	2,350.00	15,000.00
Associations/Membership	0.00	0.00	10,000.00	8,111.00	10,000.00	8,111.00	38,000.00
Communications	0.00	0.00	0.00	(5,000.00)	0.00	(5,000.00)	45,700.00
Public Relations	3,900.00	3,853.00	0.00	0.00	3,900.00	3,853.00	4,300.00
Web Site/IT	6,000.00	2,705.53	6,000.00	6,436.53	12,000.00	9,142.06	52,000.00
Pension Plan Expense	0.00	0.00	0.00	0.00	0.00	0.00	2,200,000.00
Insurance/D&O/Liability/WC	40,000.00	39,413.41	0.00	0.00	40,000.00	39,413.41	40,000.00
Election fees	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00
LAFCO fees	15,450.00	12,215.00	0.00	0.00	15,450.00	12,215.00	15,450.00
Legal Fees	4,500.00	0.00	4,500.00	810.00	9,000.00	810.00	50,000.00
Bank Fees	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Maintenance	3,000.00	2,319.30	2,000.00	1,388.98	5,000.00	3,708.28	25,000.00
Utilities	2,000.00	2,423.49	2,500.00	1,968.02	4,500.00	4,391.51	25,000.00
Property Insurance	3,900.00	5,656.58	0.00	0.00	3,900.00	5,656.58	3,900.00
Depreciation	3,920.00	3,874.83	3,920.00	3,874.83	7,840.00	7,749.66	47,000.00
Grant Admin Expenses	100.00	11.50	100.00	0.00	200.00	11.50	30,000.00
Grant Admin Payroll	20,000.00	14,949.73	20,000.00	15,045.14	40,000.00	29,994.87	190,000.00
Samaritan House Grant	0.00	0.00	0.00	0.00	0.00	0.00	1,267,550.00
Other Grants	500.00	0.00	500.00	300.00	1,000.00	300.00	10,000.00
San Mateo Medical Ctr. Dental Clin	0.00	0.00	160,000.00	0.00	160,000.00	0.00	160,000.00
Ravenswood Family Health Ctr	500,000.00	500,000.00	0.00	0.00	500,000.00	500,000.00	1,000,000.00
LifeMoves LVN	0.00	0.00	0.00	0.00	0.00	0.00	127,500.00
Pen Volunteers LYFT program	5,000.00	0.00	5,000.00	1,947.28	10,000.00	1,947.28	60,000.00
BGCP Psychotherapist	46,585.00	46,585.00	0.00	0.00	46,585.00	46,585.00	93,170.00
Sonrisas	0.00	0.00	0.00	0.00	0.00	0.00	357,100.00
First 5 SMC	0.00	0.00	0.00	0.00	0.00	0.00	396,830.00
Future Impact Funds	0.00	0.00	0.00	0.00	0.00	0.00	277,900.00
Covid-19 Emergency Funds	0.00	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
Community Grants Program	0.00	0.00	0.00	0.00	0.00	0.00	4,050,000.00
Sequoia Smart	4,200.00	0.00	4,200.00	0.00	8,400.00	0.00	50,000.00
Sequoia Safe (+HeartSafe)	40,000.00	39,130.00	2,500.00	1,750.03	42,500.00	40,880.03	150,000.00
Sequoia Strong Program	11,200.00	7,284.65	11,200.00	7,319.90	22,400.00	14,604.55	145,000.00
School Health Program	386,425.00	355,361.60	47,925.00	17,823.20	434,350.00	373,184.80	4,850,000.00
Total Expenses	1,146,176.00	1,073,648.58	325,095.00	99,619.93	1,471,271.00	1,173,268.51	16,800,400.00
Net	(1,038,301.00)	(769,430.11)	(277,220.00)	(354,808.83)	(1,315,521.00)	(1,124,238.94)	0.00

PROPOSAL TO PROVIDE PROFESSIONAL AUDIT SERVICES FOR



FOR THE FISCAL YEAR ENDED JUNE 30, 2022

CONTACT PERSONS:

Ingrid Sheipline, Managing Partner

isheipline@richardsoncpas.com

Brian Nash, Partner

bnash@richardsoncpas.com



550 Howe Avenue, Suite 210
Sacramento, California 95825
Phone: (916) 564-8727
Fax: (916) 564-8728

July 13, 2022



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

July 13, 2022

Sequoia Healthcare District

525 Veterans Boulevard
Redwood City, CA 94063

Thank you for your interest in our firm and the opportunity to present our proposal to serve the **Sequoia Healthcare District** (the District). We are genuinely enthusiastic about the prospect of serving as your auditors. Auditing special districts has developed into one of our firm's major areas of expertise. If given the opportunity, you can be sure that we would serve the District with great care and pride.

Our Profile and Commitment to Quality

Richardson & Company, LLP is a regional CPA firm established in 1991 and located in Sacramento. We have a staff of thirty, including thirteen CPAs. We are among the top 15 largest CPA firms operating in the Sacramento area. Richardson & Company, LLP is a certified Micro-Small Business Enterprise by the California Department of General Services and a certified Disadvantage Business Enterprise and Woman-owned Business Enterprise by Caltrans. All of our professional staff have governmental auditing experience. We provide audit services to numerous governmental entities, including water districts, park and recreation districts, fire districts, regional transportation planning agencies, cities, Transportation Development Act funding recipients, joint powers authorities and other special districts. We also provide audit services to nonprofit organizations, financial institutions, real estate partnerships and several others. We provide tax services to our audit clients requiring those services. Our firm is dedicated to providing our clients with quality audit, tax, accounting and business advisory services at a reasonable cost consistent with the highest professional standards.

We are registered with the Public Company Accounting Oversight Board (PCAOB), and we are a member of the Center for Audit Quality and the Center for Public Company Audit Firms of the American Institute of Certified Public Accountants (AICPA). All firms that join the Center for Audit Quality agree to adhere to published AICPA and PCAOB quality control standards and submit to peer reviews and PCAOB inspections of their practice every three years. We have passed all ten peer reviews and all three PCAOB inspections of our practice.

Independent Accountants with Proven Expertise Serving Special Districts and Other Governmental Entities

In any service organization, it is the people who make the difference. Our team members know and understand the challenges and opportunities confronting governmental entities and our team consists of professionals who have proven their ability to provide auditing services to special districts. Serving this industry with its unique reporting requirements has developed into one of

our firm's areas of expertise. For this reason, we believe we are best qualified to perform the audits of the District.

We also have extensive experience with performing audits of special districts and cities, most of which are funded by property taxes similar to the District. We have extensive experience with Single Audit Act procedures and reports, preparation of State Controller's Reports, letters to underwriters and preparation and review of Annual Comprehensive Financial Reports for compliance (ACFR's) with the GFOA's preparers checklist in order to receive the Certificate of Achievement for Excellence in Financial Reporting.

We have audited the California Department of Water Resources on behalf of a large Southern California water agency for the past forty years, including twelve years while key personnel in our firm were with Ernst & Young. The water agency is a consortium of twenty-six cities and water districts serving nearly nineteen million people in the Los Angeles and San Diego areas. It is the largest water district in the world. This large, complex audit of the multi-billion-dollar State Water Project managed by the California Department of Water Resources is on a scale and nature as to rarely be performed by other than "Big Four" firms. The audit of the State Water Project includes auditing its coal-fired and hydroelectric power operations and the bonds issued to finance the project.

We have been selected several times to conduct special, forensic audits on behalf of several water and fire districts, including situations where it was alleged that expense reimbursements had been paid in excess of amounts authorized by policy or law. Our investigations proved the allegations were true and discovered several other problems. Our audit results were made public by the districts involved and extensively reported in the local and statewide news media. The FBI, IRS and the Sacramento District Attorney subpoenaed our workpapers to assist them with their investigations. We have testified in federal court and given depositions related to this work. This special audit work proves that our firm has the resources and expertise to successfully complete difficult, unusual auditing projects in a timely manner.

We have built a practice oriented toward providing services equal in caliber to those provided by firms operating on a national level. The following is a list of governmental and governmental-affiliated entities we are currently serving or have served:

Special Districts

- Mountain House Community Services District
- Cosumnes (formerly Elk Grove) Community Services District
- El Dorado Hills Community Services District
- Cortina Community Services District
- Sacramento Transportation Authority
- Sacramento Public Library Authority
- El Dorado County Emergency Services Authority
- California Tahoe Emergency Services Authority
- Amador County Transportation Commission
- Amador Transit
- Calaveras Council of Governments
- Calaveras Transit
- El Dorado County Transportation Commission
- El Dorado County Transit Authority
- Sacramento Metropolitan Fire District
- Sacramento Area Council of Governments
- Sacramento Regional Fire/EMS Communications Center

- Butte County Association of Governments
- Yolo-Solano Air Quality Management District
- Lassen County Transportation Commission
- Lassen Transit Services Agency
- Yuba-Sutter Transit Authority
- Yolo County Transportation District
- Yolo Emergency Communications Agency
- Paratransit
- Placer County Transportation Planning Agency
- Sacramento Suburban Water District
- Amador Water Agency
- Calaveras County Water District
- Tuolumne Utilities District
- Rancho Murieta Community Services District
- Calaveras Public Power Agency
- El Dorado Hills Community Services District
- Nevada Irrigation District
- South Feather Water and Power Agency
- El Dorado Irrigation District
- Oakdale Irrigation District
- South San Joaquin Irrigation District
- Yuba County Water Agency
- San Luis and Delta-Mendota Water Authority
- Regional Waste Management Authority
- Yolo County Local Agency Formation Commission
- Wilton, Herald and Pacific Fruitridge Fire Protection Districts
- Marin County Transit District
- Tri-Dam Project and Power Authority
- Merced Irrigation District
- San Joaquin Valley Drainage Authority
- Yolo County Flood Control and Water Conservation District
- Fair Oaks Water District
- Carmichael Water District
- American River Flood Control District
- San Juan Water District
- Glenn-Colusa Irrigation District
- Reclamation District 1000
- Reclamation District 2035
- Del Paso Manor Water District
- Citrus Heights Water District
- Elk Grove Water Service
- Yolo Subbasin Groundwater Agency
- Rio Linda/Elverta Community Water District
- State Water Project Contractors Authority
- Regional Water Authority
- Sacramento Groundwater Authority
- Transport System of the University of California at Davis (Unitrans)

Cities

- City of West Sacramento
- City of Sonoma
- City of Folsom
- City of Rocklin

- City of Elk Grove
- Town of Paradise
- City of Chico
- City of Lincoln
- City of American Canyon
- City of Citrus Heights
- City of Ione
- City of Dixon
- City of Colfax
- Town of Fort Jones
- City of Marysville
- City of Biggs
- City of Colusa
- City of Rancho Cordova
- Town of Loomis
- City of Sutter Creek

In addition to demonstrating that we have the technical expertise needed to serve the District, we have also demonstrated that we have the engagement management skills and local staffing resources sufficient to ensure that the District’s reporting deadlines are met. We have planned, scheduled and conducted our audits of the governmental entities we serve in an efficient and effective manner in order to meet reporting deadlines. From time to time our clients may need to contact us to ask questions or discuss accounting issues and other matters. We are available through the year to answer questions and encourage our clients to ask questions as the issues surface. We are timely and responsive to our clients’ questions and requests for information. We have established a reputation with our clients for quality service, timeliness and professionalism.

Our Key Personnel

We have the personnel with the necessary professional qualifications and technical ability to provide you with the quality service you are looking for. As you can see from the resumes of our key personnel, we have developed the proficiency in the accounting principles and standards and governmental auditing to ensure you will receive quality work. Our firm philosophy centers around our commitment to the highest level of quality service--delivered by quality people. We have a history of providing technical excellence through teamwork responsive to clients’ needs and expectations. Our commitment to quality results in satisfying the needs of our clients by providing value-added services and attracting and retaining clients of the highest caliber.

Our key audit executives will participate heavily in the audit of the District. This assures the District will receive a quality audit managed and executed on-site by seasoned professionals, knowledgeable of the government and specifically the water industry. We believe the quality of our services exceeds that of national and other firms because our audit team uses more experienced professionals to actually perform the work. National and other firms typically rely heavily on senior and staff accountants to perform audit fieldwork with minimal on-site direction from partners or managers.

The following resumes outline the qualifications and experience of our key team members.

Brian Nash, CPA (Audit Partner)

Brian is a partner with our firm and would be the District’s audit partner. He would have overall responsibility for planning, directing and coordinating our services for you. Since significant and timely partner involvement is a cornerstone of our quality control procedures, he will be involved in all phases of our audit work from initial planning through report preparation. He has twenty-eight years of professional accounting and auditing experience and has provided services to a variety of clients, including most of the government entities, nonprofits, banks, water agencies and other entities described in the following section of this proposal. He currently serves or has served a number of the special districts, including Mountain House Community Services District, Consumnes Community Services District, Sacramento Public Library Authority, Calaveras County Water District, Tuolumne Irrigation District, El Dorado Irrigation

District, Marin Transit, El Dorado Hills Fire Department, San Juan Water District, Sacramento Suburban Water District, Yuba County Water Agency, Yolo County Flood Control and Water Conservation District, Yolo Subbasin Groundwater Agency, San Luis and Delta-Mendota Water Authority, San Joaquin Valley Drainage Authority, South Feather Water and Power Agency and South Yuba Water District and numerous other governmental agencies, including the cities of West Sacramento, Citrus Heights, Sonoma, Ione, Chico, Elk Grove, Lincoln, Mountain House Community Services District, El Dorado Hills Community Services District and many other special districts, including those that prepare ACFRs. He also serves as the partner in charge of the Association of California Healthcare Districts audit. Brian received a Bachelor of Science degree in accounting with honors from California State University, Sacramento. He is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants and is licensed to practice in California.

Ingrid M. Sheipline, CPA (Managing Partner and Concurring Reviewer)

Ingrid serves as our Managing Partner and would serve as a second, additional or concurring reviewer, if needed. Formerly an audit manager with Ernst & Young LLP, she is a Certified Public Accountant with over thirty-five years of experience. Ingrid has supervised and conducted the fieldwork for a variety of clients including governmental entities, nonprofit organizations, utilities, banks, insurance agencies, manufacturers and distributors. While with Ernst & Young LLP, she specialized in governmental entities and grant compliance auditing, and has attended or taught numerous governmental education seminars. She is currently serving or has served almost all of the governmental entities listed in this proposal, including most of the special districts such as El Dorado Hills Community Services District, Cortina Community Services District, Rancho Murieta Community Services District, Volcano Community Services District, Diablo Community Services District, Orleans Community Services District, Amador Water Agency, Tuolumne Utilities District, Calaveras Public Power Agency, Citrus Heights Water District, Fair Oaks Water District, Sacramento Suburban Water District, Carmichael Water District, San Juan Water District, Del Paso Manor Water District, American River Flood Control District, Del Paso Manor Water District, Glenn-Colusa Irrigation District, El Dorado Irrigation District, South Feather Water and Power Agency, Reclamation District 1000, Reclamation District 2035, Nevada Irrigation District, Delta Conveyance Finance Authority. She has also audited a number of cities, including the cities of Colfax, Sonoma, American Canyon, Marysville, Sutter Creek, Colusa, Rancho Cordova and Biggs. She has worked with a number of governmental entities that prepare ACFR's including the City of American Canyon, Sacramento Metropolitan Fire District, City of Chico, Sacramento Transportation Authority, Nevada Irrigation District, San Juan Water District and others. She has audited most of the government agencies listed on the previous pages, including cities and other special districts.

Ingrid has a Bachelor of Science degree in accounting with honors from California State University, Sacramento. She is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants, having served on the Board of Directors of the Society's Sacramento Chapter and as a member of the Government and Nonprofit Committee.

Other Staff

We would assign a manager, senior and staff accountants to the engagement with experience working on governmental audits since everyone in our firm is required to work on a portion of our previously mentioned audits.

Scope of Services

We understand that the District requires an audit of its basic financial statements, including the preparation of the financial statements, for the fiscal year ended June 30, 2022, including all procedures necessary for the issuance of an opinion regarding the fairness of the presentation of the financial statements in conformity with generally accepted accounting principles. The audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and the State Controller's Minimum Audit Requirements for California Special Districts. These services will include the following:

1. Perform an audit of the District's financial statements in conformity with generally accepted accounting standards, *Government Auditing Standards* and the State Controller's Minimum Audit Requirements for California Special Districts.
2. Prepare the District's financial statements.
3. Express an opinion on the financial statements as to whether they present fairly, in all material aspects, the financial position of the District and the changes in financial position in conformity with generally accepted accounting principles (GAAP), and issue an independent auditor's report stating this opinion.
4. Test internal control over financial reporting and compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters, in accordance with *Government Auditing Standards*, and issue an independent auditors' report on their consideration.
5. Apply limited audit procedures to the Management's Discussion and Analysis (MD&A).
6. Prepare a Report to the Board of Directors and Management which identifies significant audit findings, difficulties encountered in performing the audit, identify any correct and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weaknesses, if any, and our recommendations for improvements in accounting and administrative controls.
7. Prepare and forward to the State Controller's Office the Annual Report of Financial Transactions of Special Districts pursuant to Government Code Section 53891, if requested.

Our Commitment to Perform Timely Services

We have a reputation for meeting our client's deadlines. We will provide the District with a list of schedules and other work requested as soon as we are selected and will perform fieldwork in August or September, or at such time as the books have been closed and all documents and analyses have been completed. We anticipate draft copies of the audit reports will be available in mid-January, with final reports being available in late January. We will provide the District with the priority and timely service it deserves.

The following estimated work plan was developed with your stated deadlines in mind. Upon selection as your independent accountants, we will meet with you, and together we will determine a specific timetable which ensures minimal disruption of your employees and meets your expectations.

Task	Audit Timing
Audit Planning:	
Begin audit planning process	August
Internal control/systems documentation, evaluation and testing	
Develop audit programs	
Provide audit assistance package and confirmation letters	
Risk Assessment	
Substantive Testing:	
Cash and investments	August/September
Revenue, receivables and deferred revenue	
Expenses for goods and services and related liabilities	
Net Position - restricted and unrestricted	
Reporting and Wrap-up:	
Preparation of the financial statement and other reports	January
Draft reports available for review	Mid January
Delivery of final reports	Late January

Our audit will be planned so that delivery of all required reports will be accomplished in a timely manner. We believe that the staffing of the audit is sufficient to ensure the timely completion of the audit and to ensure that the work is properly supervised. We would work closely with management to ensure that we provide timely services consistent with your requirements.

We will prepare, edit and print the financial statements consistent with professional standards and your needs and will review the drafts of all our reports with management prior to finalization.

Professional Fees

Our goal is to provide quality service using the highest professional standards at a reasonable cost. We plan each assignment carefully and set a time budget for each phase of the engagement. All of our staff are well indoctrinated in the need to use their time to the fullest efficiency.

During the first year, we will spend a significant amount of time becoming familiar with your organization and operations, developing permanent files, and performing our risk assessment. We will absorb the cost of this nonrecurring time and view it as an excellent investment in establishing a long-term relationship and in becoming more knowledgeable about your operating environment, which will enhance our ability to provide you with responsive service.

Since Richardson & Company, LLP consists primarily of experienced auditors, you can be sure that you will receive the experience level and quality of service you expect. Our firm will bring to the audits strong technical backgrounds, government and utility accounting expertise, outstanding engagement management skills, which will provide a “fresh look” at your programs.

Based upon our current understanding of the situation and our understanding of the District’s control processes in place, our professional fees to perform the annual audit are listed below.

A summary of our fees by task are as follows:

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
Audit and preparation of financial statement	\$ 20,900	\$ 21,600	\$ 22,200	\$ 22,900	\$ 23,600
State Controller's Reports	<u>1,200</u>	<u>1,250</u>	<u>1,275</u>	<u>1,320</u>	<u>1,350</u>
	22,100	22,850	23,475	24,220	24,950
Travel	<u>1,800</u>				
	<u>\$ 23,900</u>	<u>\$ 22,850</u>	<u>\$ 23,475</u>	<u>\$ 24,220</u>	<u>\$ 24,950</u>

The break-down of our fee by classification is as follows:

<u>Classification</u>	<u>Hours Per Year</u>	<u>Hourly Rates</u>	<u>Fee</u>
Partner	25	\$ 200	\$ 5,000
Senior Manager	70	180	12,600
Senior	70	120	8,400
Staff	75	90	6,750
	<u>240</u>		<u>32,750</u>
Discount			<u>(10,650)</u>
Audit Fees (excluding travel)			<u>\$ 22,100</u>

These fees assume the audit would be done mostly on-site the first year and remotely in subsequent years. It assumes attendance at board meetings will be remote.

These estimates do not take into consideration changes in the scope of the audit due to changes in accounting or auditing pronouncements and standards, laws or regulations, the loss of key accounting personnel, material weaknesses in the internal control environment, or significant changes in the scope of the District's operations. We will discuss a new fee estimate with the District if such an event occurs.

Should you have any questions about the details of our fees, or should our fees not appear competitive with those of the other firms, we would appreciate an opportunity to discuss them with you before you make your final decision.

Standard Billing Rates for Additional Services:

Our rates for additional services approved by the District that are not part of the scope of audit services are as follows:

<u>Classification</u>	<u>Rate Per Hour</u>
Partner	\$ 200
Tax Director	220
Senior Manager	180
Managers	160
Supervisors	140
Seniors	120
Semi-seniors	100
Staff	90
Administrative or clerical	60

References

We have the technical expertise needed to serve the District and engagement management skills and the local staffing resources sufficient to ensure that the District's reporting deadlines are met. We have planned, scheduled and conducted our audits of the governmental entities we serve in an efficient and effective manner in order to meet reporting deadlines. From time to time our clients may need to contact us to ask questions or discuss accounting issues and other matters. We are available through the year to answer questions and encourage our clients to ask questions as the issues surface. We are timely and responsive to our clients' questions and requests for information. We have established a reputation with our clients for quality service, timeliness and professionalism. Accordingly, we have included three of these entities as references in this proposal and we encourage you to contact them.

Mountain House Community Services District
Sarah Ragsdale, Administrative Services Officer
sragdale@sjgov.org
(209) 831-2300

Cosumnes Community Services District
Nou Vang, Finance Director
nouvang@yourcsd.com
(916) 405-5600

Calaveras County Water District
Jeffrey Meyer, Director of Administrative Services
jeffreym@ccwd.org
(209) 754-3102

Why We are Best Qualified

Richardson & Company, LLP is the best qualified to perform the auditing services required by the District for the following reasons:

- We have extensive history in providing high-quality audits to special districts and other governmental agencies, as previously discussed, which will ensure a smooth transition.
- Our firm uses more experienced staff to actually perform the work than is typical of larger and other firms. If our firm is selected, we plan to have the senior manager and the Partner present during fieldwork. While larger and other firms may be able to demonstrate significant amounts of experience in the areas of expertise needed to provide the services you require, the specific individuals they actually assign to your engagement may not have the specific experience you need like the team of accountants we will assign to your engagement. The use of more experienced staff will also ensure you will receive quality services. Also, smaller firms do not have our large government experience, which is essential to address unusual and complicated transactions.
- We have a thorough audit approach that focuses on substantive testing of the District's accounts. Some firms provide lower cost audits by performing mostly analytical review procedures and the evaluation of internal controls instead of performing substantive testing of account balances. Our thorough approach ensures material misstatements and noncompliance with policies are detected, which should provide a level of comfort to management and the Board of Directors.

* * * * *

Once again, we would like to thank you for the opportunity to discuss our services, present our qualifications, and submit our proposal to serve as independent auditors for the District. We are genuinely enthusiastic over the prospect of serving you and sincerely believe that we have the people, experience, resources and reputation to assure you of outstanding services. For the

preceding reasons, we genuinely believe that your selection of our firm as the District's independent accountants is the best decision that the District could make.

If you have questions or need additional information, please contact Brian Nash or me at (916) 564-8727, fax (916) 564-8728, correspondence at 550 Howe Avenue, Suite 210, Sacramento, CA 95825 or email sent to bnash@richardsoncpas.com or isheipline@richardsoncpas.com.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid Sheipline, CPA
Managing Partner

4b - Update By San Mateo Medical Center Dental Clinic On Year-End Outcomes

Information regarding the San Mateo Medical Center Dental Clinic Year-End Outcomes was not available at the time of packet production and will be available at the meeting.

Sequoia Healthcare District Pilot Program To Increase Access To Comprehensive Dental Services for District Residents

Concept:

Work with San Mateo County Dental Society to pay private dentists fee-for-service to provide comprehensive dental care to District residents on waitlists at partner county and non-profit dental clinics

Rational

In San Mateo County there are significant oral health disparities among its residents, with the burden of oral disease being particularly high among racial and ethnic minorities, those with lower income, with less education, and those without dental insurance. Recent data show that eight percent (8%) of San Mateo County residents lack any form of health insurance and roughly an astounding one-third of residents (33%) lack coverage that pays for routine dental care. A survey of middle-aged adults in the county revealed that four in ten had dental problems within the past two years-- problems that caused pain, difficulty eating, and missed days of work.

Medi-Cal is California's public health fee for service insurance program (California's Medicaid) that provides free or low-cost medical services for children and adults with limited income and resources. The Medi-Cal Program currently offers dental services (**Denti-Cal**) as one of the program's benefits, but in San Mateo County, many dentists in private practice refuse to accept Denti-Cal, citing that payments are too low and the red tape burden too high. Those providers that do participate are often unable to recoup even their overhead costs due to reimbursement rates that are some of the lowest in the nation. That likely explains why the number of dentists serving Medi-Cal patients in the county has been steadily declining since 1998. A quick search on the county website shows that now only 23 dentists serve this population, 6 of whom are currently accepting new patients. This severe lack of sufficient dental providers to care for people facing systemic barriers to oral health, is even more pronounced among people with unique access issues such as physical or developmental disabilities that many dentists either cannot or will not meet.

County Clinics and non-profit dental providers:

The County Dental Clinics provide the majority of services to Medi-Cal beneficiaries. However, even there, patients still have significant barriers to actually receiving dental care due to difficulties obtaining appointments, long wait times for appointments, and long wait times at the clinics when at their appointments. In addition, the full range of specialty dental services often needed by patients is generally not available at the clinics. Recruiting pediatric dentists has been an ongoing problem due to an overall shortage of pediatric dentists, compensation issues, and the limited scope of practice opportunities at the county clinics.

Program Description

District residents in need of urgent comprehensive dental services would be taken from waitlists at any of our partner non-profits and assigned to a private dentist, who is a member of the San Mateo County Dental Society, to receive treatment. Once the patient receives full treatment and is stabilized, they return to their dental home for ongoing routine care.

Target population and number of people to be served

The program will enable access to timely comprehensive oral health services for approximately 300 low-income District residents of all ages who are on waitlists at our partner non-profit dental facilities between October 2022 through September 2023. This population of patients are racially and ethnically diverse, including individuals who self-identify as Latinx (30%), Caucasian (31%), Asian (28%), and African American (1%) with 10% unknown.

Assignment of Patients

As this concept is still in development, specific details are still being determined, however the general idea is that clinic patients will be assigned via a central assignment center through the health care district office or their medical home office to a private-practice general practitioner or specialists based on a pre-determined set of criteria. Patients will need to give authorization to allow their clinic to share their patient records with the private practice dentist assigned to them. We would avoid referring patients to dentists who are already at capacity with our patients and we would ensure equitable assignment for all participating dentists.

Potential Payor system options

1. Fee for service: reimburse for standard fees charged for uninsured or “out of pocket” payers
 - a) Consider asking for a modest discount off of fee for service
 - b) Submit invoice to SHCD every month or every three months
 - c) Address “no show” fees and policy
 - d) Consider sliding scale fees for income eligibility/pro-rated amount
 - e) Consider copayment amount to be collected by dentist and subtracted from fee/invoice
2. Contract with Health Plan of San Mateo (HPSM) to enroll dentists in plan, pay the delta
 - a) Incentivize dentist to enroll in plan by paying fee for service above Denti-Cal rate
 - b) Provide enrollment and billing assistance
 - c) Dentist would still have to become credentialed by HPSM through arduous application and approval can take several months
 - d) Benefit is that we get more dentist to sign up to accept patients which helps reduce our costs and dentists contribute to a solution that improves access to care

3. A combination of fee for service and enrolling dentists in Denti-cal

Agreement/Contract between SHCD and Community Providers

- a) Simple contract to ensure provider will be paid
- b) Provider covers all clinical liability
- c) Ensures District's ability to audit

Evaluate Program

- a) Maintain communication from SHCD with providers: check in with office staff for any concerns
- b) Assign SHCD "navigator" as contact person for providers and Dental Society
- c) Survey at six month period.

Funding Requirements

For this pilot, we are looking at a \$1M investment to treat a minimum of 300 patients over a 12 month period. If a partnership with HPSM is part of the model, the reimbursements would allow the District to leverage those dollars to be able to pay for more patients to be seen or for specialty services not covered by the plan.

An assessment of costs for services provided by our county clinics averaged 3.5 visits per patient for comprehensive treatment at a average cost of \$900 per treatment. \$3,150.



Memorandum for Sequoia Healthcare District

To: SHD Board and CEO Pamela Kurtzman
From: Rafael Avendaño-Executive Director
Date: September 20, 2022

Grant Request

ACE Program Plan to support Transition Age Youth

BACKGROUND

Throughout the months of May-August 2022, Redwood City Together and Redwood City PAL have worked closely with community-based organization partners to engage with transition-age youth actively and positively in the downtown corridor who identify with the bike life culture/movement. We initiated sessions in which we listened to the youth to learn about their needs and engaged them in envisioning what a safe and respectful community space looks like for them and for our overall community. These dialogues evolved into the framing of a program plan that will be co-created with youth, community partners, and local leaders. Throughout this process, we have had youth find evening fitness and volunteer opportunities, as well as jobs that support the betterment of our community. As a collective front, RWC Together, RWC PAL, and our community-based organization partners aim to support more transition-age youth and their families to link them to needed job opportunities and social services. We would very much appreciate the partnership of Sequoia Healthcare District with this pilot program to support the health and wellness of our community members.

Grant Support Request: \$85,000



A.C.E. PLAN

ACTION plan for stakeholders - **CREATE** a safe alternative - **ENGAGE** the community

Table of Contents:

Page: 2	ACE Program Description
Page: 4-7	Exhibit A: Summer Transitional Age Youth (TAY) Program Plan and Budget
Page: 8-9	Exhibit B: Activity Sample Month
Page: 10	Exhibit C: Increase Youth Serving Programs and Amenities
Page: 11-12	Exhibit D: CBO's Compensation Scope of Work

Program Description:

The Action Create and Engage for Transition Age Youth, July 2022- June 2023 program will address youth crime, truancy and criminal disobedience in Redwood City and surrounding communities. The ACE program is a community-based pilot initiative that aims to foster positive relationships between community leaders, law enforcement, and the Bike Life movement youth in Redwood City (RWC) and North Fair Oaks (NFO).

The immediate action plan outlined below will stem from the findings of our most recent People's Budget and RWC/NFO 2019-2024 Community Collaboration for Children's Success (CCCS) Action Plan to recommend long term programs, strategies, and policy recommendations to frame a more sustainable, equitable, and effective system of after- school programs, entertainment activities, coaching and mentorships and events for TAY in RWC and NFO. Our objective is for this pilot to be a driver for future community investments to increase youth serving programs and amenities in Redwood City.

At the forefront of this proposal, we will include youth voice, choice, and leadership. We plan to actively listen and have youth shape how programming is designed for and by them. The youth will also learn how to create a storytelling approach in explaining their experience and unmet needs for our community to further understand them. We plan to have youth work with professional storytellers to unfold these untold powerful stories.

(Immediate) Summer TAY Program Plan EXHIBIT A"

SCOPE OF SERVICES

RWC PAL and RWC Together will manage and oversee the ACE Program: Action Create and Engage for Transitional Age Youth (ACE) program to address youth crime, truancy and criminal disobedience in Redwood City and surrounding communities.

Consultant will provide the below described deliverables to achieve the defined program goals:

Goal 1: Ensure access to youth development programs in the City of Redwood City and surrounding communities to support mentorship pathways to workforce development and self-empowerment through the months of September 2022 to August 2023.

Consultant Deliverables:

1. Organize and co-lead monthly ACE Plan Committee meetings with Redwood City Together for the purposes of status/reporting, describe measurable successes, share challenges, present opportunities, request any additional support needed, and update next steps and timelines.
2. Identify and work with Community Based Organizations (CBO's) to help implement the ACE Plan and meet program goals. This includes scheduling and facilitating weekly meetings with CBO's and monthly meetings with Redwood City Together and the City of Redwood City.
3. Meet and work with business leaders, government agencies, CBO's, and any other community-minded professionals on a monthly basis to develop job opportunities for youth in vulnerable communities.
4. Meet monthly with mental and behavioral health support organizations to develop agreements and deliver programs at schools and after-school program sites in coordination with the City and the Redwood City School District.
5. Develop and provide weekly coaching and mentorship programs for youth in vulnerable communities. This includes direct staffing, management, and oversight of programs and youth attending. Programs may include, but are not limited to, strength training, sports clinics, league play, podcast, and more.

Goal 2: Consultant will host events with community-based program partners for Transitional Age Youth (TAY) to support healthy youth development.

Consultant Deliverables:

1. Develop specific weekday and weekend programs for the #Bikelife group, including but not limited to biking events, athletic activities, art/expressive activities; etc., including direct provision of programs by consultant; facilitating programs by the CBO's, and by managing private and/or non-profit contracts for the delivery of programs to youth in vulnerable communities. Program updates will be described in the monthly reporting. Minimum of two events per month.
2. Develop and manage private and CBO contracts to help support weekday and weekend events, including but not limited to Boys and Girls Club and "Live in Peace", mobile arcades, food trucks, DJ's, art shows, movie nights, athletics, etc.

Goal 3: The ACE program will provide youth ages 12-24 and their families opportunities to serve on and co-lead Youth/CBO Advisory spaces to shape programming, services, and policies for TAY programs.

Consultant Deliverables:

1. Engage Transitional Age Youth (TAY) and their families on a weekly basis through direct communication, social media, and other, to provide input and decisions on programs, services, and policies.

Goal 4: Consultant will identify ways to address the acute needs of TAY and expand alternative public safety initiatives.

Consultant Deliverables:

1. Develop and deliver weekly activities schedule once per month as shared with the ACE Plan Committee.
2. Present measurable safety and impact outcomes once per month as shared with the ACE Plan Committee.
3. At least twice a year youth and PAL staff presentation to City Council Sub-Committees and the Police Advisory Committee to provide their learnings from their ACE program experience to support ongoing efforts to rollout future programs.

Goal 5: Increase Youth Serving Programs and Amenities in Redwood City

Consultant Deliverables:

1. Support, plan, facilitate and partner with our local school districts, healthcare partners, business stakeholders and community-based organizations to host quarterly convening's to discuss ways to support and reduce barriers for youth to participate in local activities and programs.

Budget:

ACE Expenditures:		Description
	Amount	
Lead CBO-PAL	150,000.00	PAL Staff and Admin
Program Partners	\$40,000.00	CBO's coordinating and engaging in youth activities
Lead Biking CBO- LIP	\$40,000.00	Bimonthly Bike event organizers
Youth Stipends	20,000.00	For youth planning committee
Food, Supplies, Vendors	55,000.00	Venues, Meals, etc...
Contracted Workshops/ Mentor	\$40,000.00	Business Marketing, Podcast, Leadership, Branding Classes
MISC Support	5,000.00	
	\$350,000	

**Any changes to the Budget must be approved by the Assistant City Manager or their designee in writing.*

1. The ACE Program will be led by Police Activities League (PAL) of Redwood City and Redwood City Together (RWC Together)
2. PAL will contract Community Based Organizations and community leaders to do the on the ground program activities in collaboration with and for TAY.
3. PAL will contract Community Based Organizations to create weekly youth development activities that can stretch into late evening hours.
4. PAL and RWC Together will lead this effort from July 2022-June 2022
5. PAL and RWC Together, City of Redwood City, City Manager's Office, Police and Fire Departments will have weekly, monthly or quarterly meetings to assess the progress of this acute need around TAY in RWC/NFO.
6. PAL, City of Redwood City and RWC Together will collect and analyze data and work with CCCS NAT to give recommendations for school and afterschool programs for TAY demographic.
7. PAL and Redwood City Together will work with City of Redwood City Police department and San Mateo County Sheriff's Department to explore alternative public safety prevention methods for TAY Demographic

EXHIBIT B

Activity Sample Month: August 2022

Month	Dates	Weekly Events	Host CBO
August week 1	TBD	<ul style="list-style-type: none"> • Biking and food Youth Hangout with CBO Partners 5:30-10pm • PAL Basketball 6:30-9:00pm • PAL Strength Training 7:30-9:00pm • Youth Podcast 2:00-4:00pm 	Partner CBO
August week 2	TBD	<ul style="list-style-type: none"> • Biking and food Youth Hangout with CBO Partners 5:30-10pm • PAL Basketball 6:30-9:00pm • PAL Strength Training 7:30-9:00pm • Youth Podcast 2:00-4:00pm 	Partner CBO
August week 3	TBD	<ul style="list-style-type: none"> • Biking and food Youth Hangout with CBO Partners 5:30-10pm • PAL Basketball 6:30-9:00pm • PAL Strength Training 7:30-9:00pm • Youth Podcast 2:00-4:00pm 	Partner CBO
August week 4	TBD	<ul style="list-style-type: none"> • Biking and food Youth Hangout with CBO Partners 5:30-10pm • PAL Basketball 6:30-9:00pm • PAL Strength Training 7:30-9:00pm • Youth Podcast 2:00-4:00pm 	Partner CBO
August week 5	TBD	<ul style="list-style-type: none"> • Biking and food Youth Hangout with CBO Partners 5:30-10pm • PAL Basketball 6:30-9:00pm • PAL Strength Training 7:30-9:00pm • Youth Podcast 2:00-4:00pm 	Partner CBO
<p>Sample Youth Hangouts: Food Trucks, Live DJ, Mobile Arcade, Sports Clinics, Sports Leagues, Bike Competitions, Movie Nights, Strength Training, Podcast, Mini-Game Fair, Art Show</p>			

EXHIBIT C

Increase Youth Serving Programs and Amenities in Redwood City

Over the past 10 years Redwood City has experienced increased cost barriers and an overall reduction in youth and family serving amenities and programs. As part of this Pilot Project, the City plans to facilitate and partner with our local school districts, healthcare partners, business stakeholders and community based organizations to host convening's to discuss ways to support and reduce barriers for youth to participate in local activities and programs. Additionally, the City's Economic Development Division has prioritized attracting family friendly and youth serving businesses to the community.

Over the past six months, City staff conducted robust community engagement via its Peoples Budget Initiative. As part of this initiative, there was significant engagement with our local youth. Our youth identified priorities around youth employment, afterschool program scholarships, and youth-serving improvements to the city, including adding spaces like an arcade, a community arts center, and improved parks to Redwood City. They also highlighted ideas on activities for youth, including afterschool care, arts programs, and peer-based support groups. Our Pilot Project team will be evaluating these ideas further and explore how we might incorporate some of these activities into the Pilot Project.

CBO's Compensation Scope of Work

1. Strategic Guiding partners to be part of the CCCS RWC/NFO TAY Advisory Team

Each CBO CCCS Champion committed to meeting 1-2 meetings a month to discuss programs activities, job employment opportunities, review data and give recommendations for on the ground programing and canvassing and outreach.

2. CBO on the Ground Compensation

CBO Partners supporting with on the ground capacity to create youth hangouts and additional youth programs during non-traditional after school hours for TAY

Program Oversight and Funding Approach: Redwood City Together will provide overall program oversight and accountability and report regular updates to the City of Redwood City and funding partners. The City of Redwood City will accept funds from project funders and contract with the Redwood City Police Activities League to administer the ACE PLAN

Collaborator List*

CCCS Neighborhood Action Team Partner Organizations

- Friends For Youth
- YMCA-CBO
- Siena Youth Center-CBO
- PAL-CBO
- Redwood City School District
- City of Redwood City
- Family Connections-CBO
- CARON-Entity
- Dignity Health
- Redwood City Together-Entity
- Nuestra Casa-CBO
- Innovate Schools-CBO
- SMC Health-
- Dignity Health

Additional Partner CBO's

- Paxton Sports Academy
- Edgewood Center
- Boys and Girls Club of the Peninsula
- Job Train
- Legal Aid Society
- NOVA
- Live in Peace

*Will be open to additional CBO collaborations as the program needs evolve over the next 12 months.

Joint Proposal with Dignity Health Sequoia Hospital to Support Food Insecure District Residents During the Holidays

Specific Ask: Sequoia Healthcare District would like to, once again, partner with Dignity Health Sequoia Hospital to help the community address food insecurity needs around the holidays. The holiday food programs help address continuing hunger and social isolation facing elderly and unhoused populations. District staff are seeking Board approval to dedicate \$50,000 for this endeavor. The grant would be provided in honor of retired SHD Board Director Art Faro and will be matched by Sequoia Hospital for a total \$100,000 in funding for the 2022 Holiday Food Program.

Ongoing Need:

In San Mateo County, an estimated 54,000 people (or 7.1% of the entire population) face food insecurity, according to *Map the Meal Gap 2020* data by Feeding America. However, only half of them are eligible for SNAP and other state nutrition programs. The implication is that there are close to 30,000 residents who lean heavily on community programs for food. Recent community needs assessments have found that many individuals and families continue to have an extraordinary level of need, as many Redwood City and North Fair Oaks residents recover from the pandemic-induced economic crisis. The SHD-sponsored John W. Gardner Center report findings from September 2021 reveal that the percentage of RWC and NFO residents with food needs had increased over the past two years. Anecdotal evidence from our community partners suggest that this continues to be an ongoing need.

Background: Last year, the 2021 joint holiday food grant program partnership with Dignity Health Sequoia Hospital awarded \$100,000 among five community partners: One Life Counseling, St. Francis Center, St. Vincent de Paul, LifeMoves, and Latino Commission. Those grants were for the expressed purpose of addressing shortage of food donations to Second Harvest and increasing food costs. The grants were used by these agencies to fund additional food purchases, meals distribution and delivery, grocery gift cards, and in one instance, a supplemental hire to coordinate food program at the agency. These grants directly benefited over 9,000 SHD residents.

Procedure: The application will be made within 48 hours of Board approval to public agencies serving SHD residents. In order to champion coordination among partners, food programs that demonstrate inter-agency collaboration and partnerships will be highly encouraged. The deadline and subsequent selection of the grantees and final decision will be made at the end of October. Funds will be distributed in November. These funds provided through the 2022 Holiday Food Grant Program will be used by the recipient organizations throughout November of 2022 to January of 2023. An outcomes report will be required at the end of January.

Sequoia Healthcare District

CEO Report October 2022

Pamela Kurtzman

BUSINESS AND FINANCIAL UPDATE:

Financial Summary

- **Total income-** Although our total tax income and rent received exceeded \$98,000 over July and August, our investment income for the same period is negative \$49k, bringing our net income to just over \$49,000.
- **Tax income-** At August's end, we received just over \$96,000 in tax revenue which is slightly under what we budgeted, but at this early in the year is inconsequential.
- **Investment income-**
 - As mentioned above, our returns were down in July and August as they have been over the past two years, but overall, we have been trending toward higher yields (less negative) over time.
 - In early August we did make the board-approved transfer of \$10M into our operating funds account at Schwab.
 - July and August are classic examples of how volatile the markets have been; in July, we had a positive return on our combined investment accounts of over \$207,000. But in August, we had a negative return of nearly (\$265,000). Overall our net return at the end of August is that \$49,00 mentioned previously.
- **Expenses** total about \$1,173,000 and that's because school districts, community grants and major funding initiatives send final invoices but these are payable from last year's budget and this is planned for. The budget begins to better align by late October. The only minor expense over budget is property insurance that unexpectedly increased from \$3,900 to \$5,657.

PROGRAM AND PARTNER UPDATES

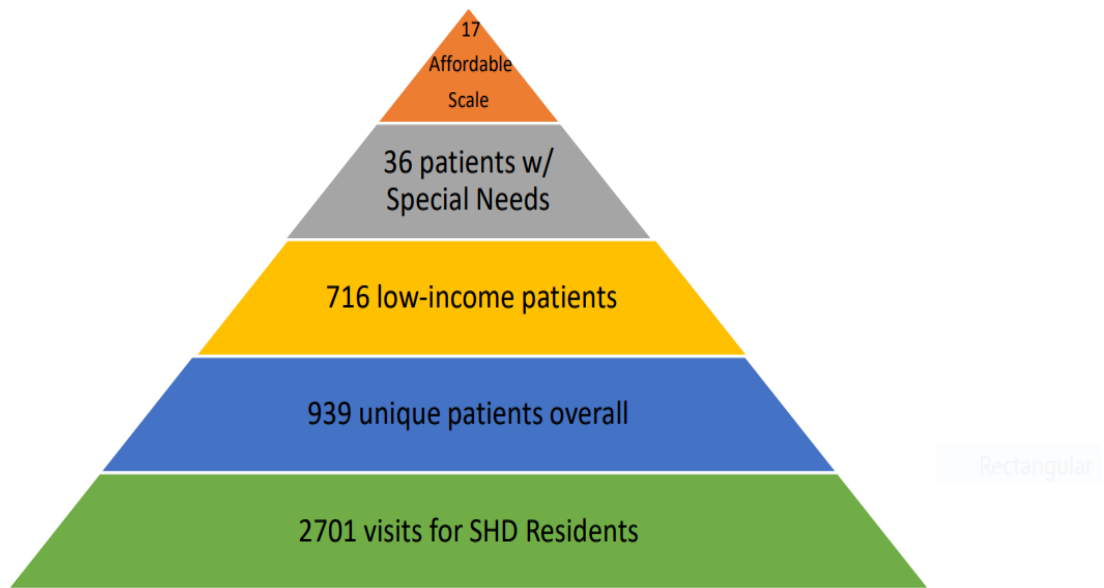
- **Ravenswood**
 - The graph below shows their progress toward proposed objectives from July 1, 2021 to June 30, 2022, and from January 1, 2022 to June 30, 2022. It shows they are at 98% of meeting their year-end target of serving 2,800 unduplicated SHD residents. The slight difference is believed to have been due to Omicron variant surge, during which they reduced clinic hours.

Proposed Services for SHD Resident Patients	1 st Half of Fiscal Year 2021-2022 Actual from July 2021 to December 2021	2 nd Half of Fiscal Year 2021-2022 Actual from January 2022 to June 2022	Fiscal Year 2021-2022 Actual	Fiscal Year 2021-2022 Full Year Projected	Progress (%) to Target
Unduplicated SHD Resident Patients			2,754	2,800	98%
Medical Visits	2,940	3,110	6,050	5,220	116%
Lab, Immunizations, & Screening Encounters	743	788	1,531	1,575	97%
Health Education Encounters	518	456	974	760	128%
Dental Visits	1,024	1,026	2,050	1,960	105%
Behavioral Health Visits	146	121	267	355	75%
Pharmacy Consultation Visits	689	716	1,405	83	1693%
Optometry Visits	223	279	502	335	150%
Mammography Visits	46	57	103	101	102%
X-ray Visits	40	50	90	42	214%
Ultrasound Visits	40	64	104	120	87%
Enrollment in Health Plans - Visits	943	976	1,919	1580	121%
Referrals to Specialists	927	909	1,836	685	268%
Case Management Visits	592	392	984	1,075	92%
Total All Service Visits	8,871	8,944	17,815	13,891	128%

- **Sonrisas**

This final report is for FY July 2021-June 2022 whereas Sequoia Healthcare District agreed to provide up to \$240,000 of uncompensated care for residents per year, \$60,000 per quarter.

- District Residents served July 1st, 2021 to June 30th, 2022 = 939 unique patients across all payer types with 2701 visits. Of these unique patients, 716 were low income with 2172 visits, which is 80% of the total visits by SHD residents in the year. After reimbursement, the uncompensated (un-funded) cost to provide care was \$413,570.
- Oral Health Education and Screenings to 724 children over the year at Hoover Community School, Siena Youth Center, Garfield Community School, Menlo Park City Preschool, Roosevelt Elementary School, Taft Community School, and Belle Haven Child Development Center.



- **Samaritan House**

- Significant changes are taking place at Samaritan House. Dr. Jason Wong retired at the end of June and his replacement is being considered. Bart Charlow, is also retiring at the end of the year. It's my understanding that a nationwide search is being conducted for his replacement.
- Their grant period is July 2021- June 2024 and the grant amount is \$3,992,799 over three years for ongoing operations
- Their year-end grant report has not yet been received in time for this CEO report but will be included with my December updates along with any other updates related to clinic leadership.

- **HSI**

- Karen was exceptionally prudent and diligent as she prepared for her departure, planning ahead and leaving all things organized and ready to go to help assure a smooth transition into the new school year. As a result, we are able to maintain a high level of structure for the initiative and will not lose much momentum while we seek her replacement.
- The application process for a new Director of School Health is in full swing. Applications had been accepted through Sept 16th and I received a total of 48 applications from all over the country. I've put together a panel of 4 interviewers who will interview approximately 6 applicants. I'm looking to interview candidates in mid-October to begin work in November.
- To maintain momentum with school wellness leads, Jenny and I will be co-leading a Wellness Team meeting on Sept. 23rd
- Jenny is coordinated the 2022-23 DEI school grants rollout this fall and Luz is assisting with the creation of the next HSI school newsletter

- **Community Grants and Other Initiatives**

- Jenny is constantly making improvements to the grants process and Versaic system. She has been exploring DocuSign into Versaic and is now looking into AdobeSign tools as an alternative to integrate into our system.
- Sequoia Smart- Jenny is continuing her conversations with neighboring Parks & Recs about fall classes to include in inaugural Sequoia Strong lineup of classes for winter.
- Sequoia Safe- We are embarking on a new partnership with American Red Cross. They will provide our disaster preparedness classes as well as hands only CPR for infants and adults. They will also provide opportunities to expand our residents' competencies by offering certified CPR classes along with basic first aid. Please see the attached flyers for more information. We are still developing the other informational program flyers.

Eventbrite pages for our new partnership with the American Red Cross CPR and Get Ready classes:

- Hands Only CPR Eventbrite link: <https://www.eventbrite.com/e/422950796217>
- Be Red Cross Ready Eventbrite link: <https://www.eventbrite.com/e/422965851247>

COMMUNICATIONS

Town Halls

- We held our last Town Hall in August with Gareth Harris centered around Disaster Prep and fire safety and prevention (see recording on website).

Annual Report

- Staff has made ongoing contributions on the content for 2021-22 Annual Report and it's taking shape. We will seek board feedback at our Sept 28 public meeting. The goal is to get it to the printers the first week of October

Website

- Luz has been working with our web designer to update the website and keep content fresh and relevant, including the Sequoia Strong resources. Please see her staff report for a brief summary of her activities. She has also explored avenues for recording our board meetings to either post or livestream (or both) which you will learn more about at our August meeting.
- Jenny has worked diligently to assure the ease and accuracy of 'LocateMyDistrict' and to get the updated map live on our website.

STRATEGIC PLAN

- To effectively track and communicate our progress on implementing our strategic initiatives, I will utilize a "strategic plan progress tracker" (borrowed from ACHD) that includes metrics that staff complete and that I can share with the Board at quarterly intervals: Jan-March, April-June, July-September, October-December. I will share out to the Board at our December meeting and then again in March 2023 and so on.

OTHER UPDATES AND ACTIVITIES

ACHD

- Attended Annual conference in Orange County. It was great having Directors Nayfack and Garb join me as well as Jenny. I'll provide a separate report about the conference via email to the Board in the next couple of weeks
- ACHD will begin hosting regional meetings throughout the year for additional opportunities to network and learn about other districts within the region
- I will chair the ACHD Education Committee again this year. The next meeting of the committee is in October
- I will continue to participate on the ACHD Board. Our next meeting in December via Zoom and in person in Feb 2023
- Heidi is beginning the arduous process of recertifying our District with ACHD

COMMUNITY INVOLVEMENT

- **Redwood City Together (formerly RWC 2020)** Executive meeting and attend both Executive and Leadership committee meetings.
- Member of the **County Recovery Coordination Council**. These bi-weekly meetings are intended to inform, advise, and foster dialogue as the county develops its strategic plan to recover from the pandemic. My participation will help ensure that the District is informed and aligned with the larger recovery efforts to collaborate and leverage our resources.
- Participate in monthly meetings of the **County Covid Communications and Equity Workgroup**
- I continue to participate in discussions hosted by **Stanford Social Innovation** related to race and racism and on forums hosted by County Health Policy and Planning around implementing.

September Staff Report

Luz Garcia — Communications Specialist & Sequoia Strong Program Coordinator

Community Outreach

- Directly interacted with thousands of District residents and spread awareness about the district, our programs, and upcoming events at:
 - July 30th Disaster Prep Day
 - August 11th Inclusion Festival
 - August 20th -21st Foster City Summer Days
 - August 27th Rediscover San Mateo Community Fest
- *Will also be tabling on October 6th at Active Aging Week Adaptive PE. We welcome you to stop by.

Annual Report

- Began constructing the annual report highlighting our impact for the 2021-22 year
 - Received team feedback to finalize details and will share draft at Board meeting

American Red Cross Partnership

- Designed and built the Eventbrite pages for our new partnership with the American Red Cross CPR and Get Ready classes
 - Hands Only CPR Eventbrite link: <https://www.eventbrite.com/e/422950796217>
 - Be Red Cross Ready Eventbrite link: <https://www.eventbrite.com/e/422965851247>

Sequoia Strong

- Planned, met and followed up with the following partners to discuss collaboration opportunities and go over the facilitated page update system:
- Built and sent out a timely newsletter to all our Sequoia Strong partners: <https://conta.cc/3bDwOO2>
 - Facilitated the update and feedback system by creating:
 - Update form: <https://forms.gle/gkdMYPjETyLDG24g8>
 - Feedback form: <https://forms.gle/P3SSn5wd4SvfsGk19>
 - Streamlined marketing efforts by sharing a google drive with all our Sequoia Strong promotional materials

Communications

- *Social Media*
 - Continuing to grow our following and presence across both Instagram and Facebook
- *Website updates*

- Updated the home buttons, board meetings page, staff page, and events/resources page
- *Webinars*
 - 5 Tips to Level Up Your Email Marketing Efforts
 - Learned how to increase open rates and keep content clear, concise and engaging