



**AGENDA**  
**REGULAR MEETING OF THE**  
**EL CAMINO HEALTHCARE DISTRICT**  
**BOARD OF DIRECTORS**

**Tuesday, March 20, 2018 – 5:30pm**

El Camino Hospital | Conference Rooms EF&G (ground floor)  
 2500 Grant Road Mountain View, CA 94040

**PURPOSE:** The purpose of the District shall be (i) to establish, maintain and operate, or provide assistance in the operation of, one or more health facilities (as that term is defined in California Health and Safety Code Section 1250) or health services at any location within or without the territorial limits of the District, for the benefit of the District and the people served by the District; (ii) to acquire, maintain and operate ambulances or ambulance services within or without the District; (iii) to establish, maintain and operate, or provide assistance in the operation of free clinics, diagnostic and testing centers, health education programs, wellness and prevention programs, rehabilitation, aftercare, and such other health care services provider, groups, and organizations that are necessary for the maintenance of good physical and mental health in the communities served by the District; and (iv) to do any and all other acts and things necessary to carry out the provisions of the District’s Bylaws and the Local Health District Law.

AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<b>1. CALL TO ORDER/ROLL CALL</b>	Peter Fung, MD, Board Chair		<b>5:30 – 5:32pm</b>
<b>2. SALUTE TO THE FLAG</b>	Peter Fung, MD, Board Chair		<b>5:32 – 5:34pm</b>
<b>3. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Peter Fung, MD, Board Chair		<b>5:34 – 5:35</b>
<b>4. PUBLIC COMMUNICATION</b> a. Oral Comments <i>This opportunity is provided for persons in the audience to make a brief statement, not to exceed three (3) minutes on issues or concerns not covered by the agenda.</i> b. Written Correspondence	Peter Fung, MD, Board Chair		<b>information</b> <b>5:35 – 5:38</b>
<b>5. CONSENT CALENDAR</b> <i>Any Board Member or member of the public may remove an item for discussion before a motion is made.</i>  <b>Approval</b> a. <a href="#">Minutes of the Open Session of the District Board Meeting (January 16, 2018)</a> b. <a href="#">Resolution 2018-03: Resolution and Order Calling a District General Election; and Resolution 2018-04: Request for and Consent to Consolidation of Elections</a> c. <a href="#">Draft Revised ECHD Community Benefit Policy</a>	Peter Fung, MD, Board Chair	<i>public comment</i>	<b>motion required</b> <b>5:38 – 5:41</b>
<b>6. COMMUNITY BENEFIT SPOTLIGHT: HYPERTENSION INITIATIVE</b> <i>Resolution 2018-05</i> <a href="#">ATTACHMENT 6</a>	Barbara Avery, Director, Community Benefit	<i>public comment</i>	<b>motion required</b> <b>5:41 – 5:51</b>
<b>7. ECHD FY18 FINANCIALS YTD</b> <a href="#">ATTACHMENT 7</a>	Iftikhar Hussain, CFO	<i>public comment</i>	<b>motion required</b> <b>5:51 – 5:56</b>
<b>8. ECH BOARD CHAIR ASSESSMENT AND ECH BOARD EVALUATION</b>	Peter Fung, MD, Board Chair		<b>discussion</b> <b>5:56 – 6:06</b>
<b>9. EL CAMINO HEALTHCARE DISTRICT BYLAWS REVIEW</b> <a href="#">ATTACHMENT 9</a>	Julia Miller, Board Vice Chair	<i>public comment</i>	<b>possible motion</b> <b>6:06 – 6:21</b>

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AGENDA ITEM	PRESENTED BY		ESTIMATED TIMES
<b>10. ADJOURN TO CLOSED SESSION</b>	Peter Fung, MD, Board Chair		<b>motion required 6:21 – 6:22</b>
<b>11. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Peter Fung, MD, Board Chair		<b>6:22 – 6:23</b>
<b>12. CONSENT CALENDAR</b> <i>Any Board Member or member of the public may remove an item for discussion before a motion is made.</i>  <b>Approval</b> <i>Gov't Code Section 54957.2:</i> a. Minutes of the Closed Session of the District Board Meeting (January 16, 2018)	Peter Fung, MD, Board Chair		<b>motion required 6:23 – 6:24</b>
<b>13.</b> <i>Gov't Code Section 54956.9(d)(2) – conference with legal counsel – pending or threatened litigation:</i> - Compliance Matter	Mary Rotunno, General Counsel		<b>discussion 6:24 – 6:39</b>
<b>14.</b> Report involving <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters – Senior Management: - Executive Session	Peter Fung, MD, Board Chair		<b>discussion 6:39 – 6:43</b>
<b>EXECUTIVE SESSION</b>			
<b>15. ADJOURN TO OPEN SESSION</b>	Peter Fung, MD, Board Chair		<b>motion required 6:43 – 6:44</b>
<b>16. RECONVENE OPEN SESSION/ REPORT OUT</b> To report any required disclosures regarding permissible actions taken during Closed Session.	Peter Fung, MD, Board Chair		<b>6:44 – 6:45</b>
<b>17. FY18 PACING PLAN</b> <a href="#">ATTACHMENT 17</a>	Peter Fung, MD, Board Chair		<b>discussion 6:45 – 6:49</b>
<b>18. ADJOURNMENT</b>	Peter Fung, MD, Board Chair		<b>motion required 6:49 – 6:50pm</b>

**Upcoming Meetings:** May 15, 2018; June 19, 2018; October 16, 2018; December 5, 2018



**Minutes of the Open Session of the  
Meeting of the El Camino Healthcare District Board of Directors  
Tuesday, January 16, 2018**  
El Camino Hospital | 2500 Grant Road, Mountain View, CA 94040  
Conference Rooms F&G (ground floor)

**Board Members Present**

Neysa Fligor  
Peter Fung, MD, Chair  
Julia Miller  
David Reeder  
John Zoglin, Vice Chair

**Board Members Absent**

None

**Members Excused**

None

Agenda Item	Comments/Discussion	Approvals/ Action
<b>1. CALL TO ORDER/ ROLL CALL</b>	The open session meeting of the El Camino Healthcare District Board of Directors (the “Board”) was called to order at 5:29pm by Chair Fung. A silent roll call was taken. All Board members were present.	
<b>2. SALUTE TO THE FLAG</b>	Chair Fung led the Board members, staff, and members of the public present in the Pledge of Allegiance.	
<b>3. POTENTIAL CONFLICT OF INTEREST DISCLOSURES</b>	Chair Fung asked if any Board members may have a conflict of interest with any of the items on the agenda. No conflicts were noted.	
<b>4. PRESENTATION OF SDLF CERTIFICATE OF TRANSPARENCY</b>	Colleen Haley, Public Affairs Field Coordinator, from the California Special Districts Association presented the El Camino Healthcare District with a Transparency Certificate of Excellence from the Special District Leadership Foundation.	
<b>5. PUBLIC COMMUNICATION</b>	There were no comments from the public.	
<b>6. Consent Calendar</b>	Chair Fung deferred this item to the second open session.	
<b>7. AGENDA ITEM 7: AFFIRMATION AND SIGNING OF DISTRICT STANDARDS OF CONDUCT</b>	The Board Members signed the District Standards of Conduct, which will be posted on the District’s website.	
<b>8. AGENDA ITEM 8: ECHD FY18 FINANCIALS YTD</b>	<p>Iftikhar Hussain presented the FY18 YTD consolidated and standalone Financials for the District highlighting the following:</p> <p>He noted that FY18 has been an outstanding year so far:</p> <ul style="list-style-type: none"> <li>- For consolidated operation results, net income is \$62 million ahead of plan, with most of the operating variance from the revenue side (\$10 million in unusual items like IGT payments) and higher volume (which is 2.3% ahead of plan).</li> <li>- The District’s standalone financials are \$2.7 million ahead of plan. He explained that revenue variance is due to IGT funding, and expense variance is largely due to the timing of Community Benefit donations, which are paid primarily in August and February, but spread out evenly in the budget.</li> </ul> <p>In response to Director Fung’s question, Mr. Hussain explained that the \$154,000 in administrative support listed in the District’s standalone</p>	<p><b><i>FY18 ECHD YTD Financials approved</i></b></p> <p><b><i>Staff to detail “Other Income” in future financials</i></b></p>

	<p>financials covers resources (including portions of staff salaries) that support the District’s Community Benefit program.</p> <p>In response to Director Miller’s questions, Mr. Hussain and Matt Harris, Controller, reviewed the Board-Designated Assets, which are primarily Hospital assets.</p> <p>Director Fligor suggested adding a note clarifying or renaming the line item “Other Income.” Matt Harris, Controller, discussed the redevelopment taxes included in this line item.</p> <p><b>Motion:</b> To approve the ECHD FY18 Year-to-Date Financials.</p> <p><b>Movant:</b> Zoglin  <b>Second:</b> Fligor  <b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p>	
<p><b>9. AGENDA ITEM 9:                  ECH BOARD MEMBER                  ELECTION AD HOC                  COMMITTEE REPORT</b></p>	<p>Director Zoglin, Chair of the Ad Hoc Committee, reported that the Ad Hoc Committee recommends filling two vacancies at this time and also proposed a voting procedure. He highlighted the advantages of a simultaneous, written, publicly-reported vote.</p> <p><b>Motion:</b> To approve the recommendations as presented by the Ad Hoc Committee: 1) to fill both vacancies on the El Camino Hospital Board of Directors and 2) to approve the Proposed Voting Procedures as further described in the packet.</p> <p><b>Movant:</b> Zoglin  <b>Second:</b> Reeder</p> <p>The Board discussed the number of questions that Board Members can ask during the candidate interviews. In response to Director Miller’s question, Director Zoglin reviewed the competencies being used to evaluate the candidate pool. The Board discussed the process for how the written votes would be cast, collected, and reported.</p> <p>Director Reeder commented that there is an excellent pool of candidates.</p> <p><b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p>	
<p><b>10. AGENDA ITEM 10:                  EL CAMINO                  HOSPITAL BOARD                  DIRECTOR                  CANDIDATE                  INTERVIEWS</b></p>	<p>The Board interviewed four candidates: Mr. Boyd Faust, Dr. Anula Jayasuria, Mr. Gary Kalbach, and Ms. Julie Kliger for a position on the El Camino Hospital Board of Directors. Each candidate gave a presentation and answered questions from the Board about their experience and their interest in the role.</p>	
<p><b>11. AGENDA ITEM 11:                  ELECTION OF                  ELCAMINO                  HOSPITAL BOARD                  DIRECTOR(S) AND                  ADOPTION OF                  PROPOSED DRAFT</b></p>	<p>For Candidate 1, Round 1, the Directors cast the following votes by written vote, which were immediately reported by staff, attributing each vote to each Director:</p> <p><b>Director Fligor:</b> Gary Kalbach  <b>Director Fung:</b> Julie Kliger  <b>Director Miller:</b> Julie Kliger  <b>Director Reeder:</b> Gary Kalbach</p>	<p><b>Resolution                  2018-01                  and                  2018-02                  approved,                  electing                  Mr. Gary</b></p>

<p><b>RESOLUTIONS 2018-01 AND 2018-02</b></p>	<p><b>Director Zoglin:</b> Anula Jayasuriya, MD</p> <p>For Candidate 1, Round 2, the Directors cast the following votes by written vote, which were immediately reported by staff, attributing each vote to each Director:</p> <p><b>Director Fligor:</b> Gary Kalbach <b>Director Fung:</b> Julie Kliger <b>Director Miller:</b> Julie Kliger <b>Director Reeder:</b> Gary Kalbach <b>Director Zoglin:</b> Anula Jayasuriya, MD</p> <p>For Candidate 1, Round 3, the Directors cast the following votes by written vote, which were immediately reported by staff, attributing each vote to each Director:</p> <p><b>Director Fligor:</b> Gary Kalbach <b>Director Fung:</b> Anula Jayasuriya, MD <b>Director Miller:</b> Anula Jayasuriya, MD <b>Director Reeder:</b> Gary Kalbach <b>Director Zoglin:</b> Gary Kalbach</p> <p>Mr. Gary Kalbach achieved a majority of votes in Round 3.</p> <p>For Candidate 2, Round 1, the Directors cast the following votes by written vote, which were immediately reported by staff, attributing each vote to each Director:</p> <p><b>Director Fligor:</b> Julie Kliger <b>Director Fung:</b> Anula Jayasuriya, MD <b>Director Miller:</b> Julie Kliger <b>Director Reeder:</b> Boyd Faust <b>Director Zoglin:</b> Anula Jayasuriya, MD</p> <p>For Candidate 2, Round 2, the Directors cast the following votes by written vote, which were immediately reported by staff, attributing each vote to each Director:</p> <p><b>Director Fligor:</b> Julie Kliger <b>Director Fung:</b> Julie Kliger <b>Director Miller:</b> Julie Kliger <b>Director Reeder:</b> Boyd Faust <b>Director Zoglin:</b> Anula Jayasuriya, MD</p> <p>Ms. Julie Kliger achieved a majority of votes in Round 2.</p> <p><b>Motion:</b> To approve Resolution 2018-01 electing Gary Kalbach to the El Camino Hospital Board of Directors for a term effective January 16, 2018 through June 30, 2021.</p> <p><b>Movant:</b> Reeder <b>Second:</b> Zoglin <b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin <b>Noes:</b> None <b>Abstentions:</b> None <b>Absent:</b> None <b>Recused:</b> None</p> <p><b>Motion:</b> To approve Resolution 2018-02 electing Julie Kliger to the El Camino Hospital Board of Directors for a term effective January 16, 2018 through June 30, 2020.</p> <p><b>Movant:</b> Miller</p>	<p><i>Kalbach and Ms. Julie Kliger to the El Camino Hospital Board of Directors</i></p>
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	<p><b>Second:</b> Zoglin  <b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p> <p>Directors Fung and Miller suggested that the newly appointed El Camino Hospital Board Directors participate in an official swearing in and take an oath of office. The Board discussed whether or not this had been done historically for other Hospital Board Directors.</p> <p>Chair Fung called for a motion. Mary Rotunno, General Counsel, advised that this was not an agenda item on which action could be taken at this meeting.</p>	
<p><b>12. AGENDA ITEM 12:                  DRAFT DISTRICT                  DIRECTOR VACANCY                  POLICY</b></p>	<p>Director Fung requested that Agenda Item 12: Draft District Director Vacancy Policy be deferred until he finishes additional research on the topic.</p>	<p><i>Agenda                  Item 12:                  Draft                  District                  Director                  Vacancy                  Policy                  deferred</i></p>
<p><b>13. AGENDA ITEM 13:                  FY18 PACING PLAN</b></p>	<p>The Board discussed the pacing of the District Director Vacancy policy.</p> <p>Chair Fung asked the Board for a motion in support of his request to defer the Draft District Director Vacancy Policy.</p> <p><b>Motion:</b> To defer the agenda item to a later meeting.</p> <p><b>Movant:</b> Miller  <b>Second:</b> Zoglin  <b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p> <p><b>Motion:</b> To approve the FY18 Pacing Plan.</p> <p><b>Movant:</b> Miller  <b>Second:</b> Zoglin  <b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p>	<p><i>Pacing                  Plan                  approved</i></p>
<p><b>14. AGENDA ITEM 14:                  BOARD COMMENTS</b></p>	<p>There were no additional comments from the Board.</p>	
<p><b>15. ADJOURN TO CLOSED                  SESSION</b></p>	<p><b>Motion:</b> To adjourn to closed session at 7:45pm pursuant to <i>Gov't Code Section 54957.2</i> for approval of Minutes of the Closed Session of the District Board Meeting (November 16, 2017); pursuant to <i>Gov't Code Section 54956.9(d)(2)</i> – conference with legal counsel – pending or threatened litigation: Governance and Communication; pursuant to <i>Gov't Code Section 54957</i> for discussion and report on personnel performance matters: Executive Session.</p> <p><b>Movant:</b> Fligor  <b>Second:</b> Zoglin</p>	<p><i>Adjourned                  to closed                  session at                  7:45pm</i></p>

	<p><b>Ayes:</b> Fligor, Fung, Miller, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p>	
<p><b>16. AGENDA ITEM 21:                  RECONVENE OPEN                  SESSION/REPORT                  OUT</b></p>	<p>Open session was reconvened at 8:25 pm. Agenda items 16-20 were addressed in closed session.</p> <p>During the closed session, the Board approved the Minutes of the Closed Session of the District Board Meeting (October 17, 2017) by a unanimous vote in favor of all members present (Directors Fligor, Fung, Miller, Reeder, and Zoglin).</p>	
<p><b>17. AGENDA ITEM 6:                  CONSENT CALENDAR</b></p>	<p>This item was taken out of order having been deferred during the first open session.</p> <p>Chair Fung asked if any member of the Board or the public wished to remove an item from the consent calendar. Director Miller requested that Agenda Item 6a: Minutes of the Open Session of the District Board Meeting (October 17, 2017) be pulled for discussion.</p> <p>In response to Director Miller request to amend Item 9 in the October 17, 2017 Minutes, Director Reeder suggested to separate the sentence “He explained that if ECH had waited to start demolition, site preparation, and utility work until the completion of the permitting process, all of the costs would have escalated” into a new paragraph.</p> <p><b>Motion:</b> To amend the minutes amended as described above.</p> <p><b>Movant:</b> Reeder  <b>Second:</b> Fligor  <b>Ayes:</b> Fligor, Fung, Reeder, Zoglin  <b>Noes:</b> None  <b>Abstentions:</b> Miller  <b>Absent:</b> None  <b>Recused:</b> None</p> <p><b>Motion:</b> To remove the sentence reading “Staff clarified that this governance policy would not be approved by the Board” from Item 23 in the October 17, 2017 minutes.</p> <p><b>Movant:</b> Miller  <b>Second:</b> Fung</p> <p>Director Fligor asked who made the statement. Ms. Rotunno explained that the staff comment was hers. Director Fligor suggested that the wording be changed from “clarified” to “stated.”</p> <p><b>Friendly Amendment</b> (Fligor): To revise the sentence to change “clarified” to “stated.”</p> <p><b>Movant:</b> Fligor  <b>Second:</b> Reeder</p> <p>The Board discussed whether or not to include the sentence in the minutes. Director Miller did not accept the friendly amendment. Director Fligor withdrew her amendment.</p> <p><b>Formal Amendment</b> (Reeder): To revise the sentence to change “stated” to “clarified.”</p> <p><b>Movant:</b> Reeder  <b>Second:</b> Zoglin</p>	<p><i>Consent                  calendar                  approved</i></p>

	<p><b>Ayes:</b> Fligor, Reeder, Zoglin  <b>Noes:</b> Fung, Miller  <b>Abstentions:</b> None  <b>Absent:</b> None  <b>Recused:</b> None</p> <p>Director Zoglin left the meeting at 8:20pm. Director Miller requested additional information on why the Board Chair attests to the approval of Board minutes in addition to the Secretary.</p> <p><b>Motion:</b> To approve the Minutes of the Open Session of the District Board Meeting (October 17, 2017) as amended.</p> <p><b>Movant:</b> Reeder  <b>Second:</b> Fligor  <b>Ayes:</b> Fligor, Reeder, Fung, Miller  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Zoglin  <b>Recused:</b> None</p> <p>Director Fligor requested that a future agenda include whether or not the Board needs to approve the governance policy for the Community Benefit Advisory Council’s Guiding Principles.</p>	
<p><b>18. AGENDA ITEM 22:                  ADJOURNMENT</b></p>	<p><b>Motion:</b> To adjourn at 8:26 pm.</p> <p><b>Movant:</b> Miller  <b>Second:</b> Fligor  <b>Ayes:</b> Fligor, Fung, Miller, Reeder  <b>Noes:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Zoglin  <b>Recused:</b> None</p>	<p><i>Meeting                  adjourned                  at 8:26 pm.</i></p>

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

\_\_\_\_\_  
 Peter C. Fung, MD  
 Chair, ECHD Board

\_\_\_\_\_  
 John Zoglin  
 Secretary, ECHD Board

Prepared by: Cindy Murphy, Director of Governance Services  
 Sarah Rosenberg, Contracts & Board Services Coordinator



## ECHD BOARD MEETING AGENDA ITEM COVER SHEET

<b>Item:</b>	Resolutions 2018-03 and 2018-04 El Camino Healthcare District Board of Directors March 20, 2018
<b>Responsible party:</b>	Cindy Murphy, Director of Governance Services
<b>Action requested:</b>	Motion: To Approve Resolution 2018–03 and Resolution 2018-04
<b>Background:</b>	Three District director positions will be filled at the election to be held on November 6, 2018. Two of the positions, currently held by Directors Reeder and Fung, are for 4 year terms. One of these positions is the position to which the Board appointed Director Fligor to fill a vacancy created by resignation; the election is for the unexpired balance of the term. Staff has completed Resolution 2018-03 Calling a District General Election to be held in the El Camino Healthcare District on November 6, 2018 as well Resolution 2018-04 (provided by Santa Clara County) Requesting and Consenting to Consolidation of Election in accordance with the District’s past practice.
<b>Board Advisory Committees that reviewed the issue and recommendation, if any:</b>	None.
<b>Summary and session objectives:</b>	To obtain approval of Draft Resolution 2018–03 and Draft Resolution 2018-04.
<b>Suggested discussion questions:</b>	None.
<b>Proposed board motion, if any:</b>	To approve Draft Resolution 2018–03 and Draft Resolution 2018-04.
<b>LIST OF ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Draft Resolution 2018–03</li> <li>2. Draft Resolution 2018-04</li> </ol>

RESOLUTION AND ORDER OF THE BOARD OF DIRECTORS OF  
EL CAMINO HEALTHCARE DISTRICT OF SANTA CLARA COUNTY,  
STATE OF CALIFORNIA, CALLING A DISTRICT GENERAL ELECTION  
TO BE HELD IN EL CAMINO HEALTHCARE DISTRICT ON  
NOVEMBER 6, 2018

ECHD RESOLUTION No. 2018-03

WHEREAS, Section 32100 of the Health and Safety Code of the State of California provides that the elective officers of a local Hospital district shall be a board of Hospital directors consisting of five (5) members, each of whom shall be a registered voter residing in the District and whose term shall be four (4) years; and

WHEREAS, the term of three Directors shall expire on the last Friday in November of 2018; and

WHEREAS, Section 32100.5 of the Health and Safety Code provides that an election shall be known as the Hospital District General Election, shall be held in each local Hospital district on the first Tuesday after the first Monday in November of each even-numbered year, at which a successor shall be chosen for each officer whose term shall expire on the last Friday of November following such election; and

WHEREAS, the Hospital District General Election shall be consolidated with the statewide general election pursuant to Chapter 4 (commencing with Section 23300), Part 2, Division 14 of the Election Code, and the person receiving the highest number of votes for each office to be filled at such election shall be elected hereto; and

WHEREAS, the term of office of two of the persons to be elected shall expire on the last Friday of November, 2022 or until his or her successor is elected and has qualified, and the term of office of the one of the persons to be elected shall expire on the last Friday of November, 2020,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:

1. That in accordance with the provision of Section 32100 and 32100.5 of the Health and Safety Code of the State of California, a Hospital District General election be and the same hereby is called and the same shall be held in said El Camino Healthcare District of Santa Clara County, State of California, on Tuesday, November 6, 2018, from the hour of 7:00 o'clock a.m., of said day until the hour of 8:00 o'clock p.m., of said day during which period of time electors of the said El Camino Healthcare District may vote for the successor of two of the three members of the Board of Directors of El Camino Healthcare District of Santa Clara County, State of California, whose terms are about to expire, to serve for terms of four (4) years; and may vote for the successor of one of the three members of the Board of Directors of El Camino Healthcare District of Santa Clara County, State of California, whose terms are about to expire, to serve for a term of two (2) years; and
2. That all registered voters residing within the El Camino Healthcare District of Santa Clara County, State of California, are qualified electors at said election, and the manner of voting, the form of ballot to be used, and in all other particulars said Hospital District General Election shall be held in accordance with the general election laws of the State of California;
3. Not less than thirty (30) days prior to the date of said Hospital District General Election, the Board of Directors of said District shall, (to the extent required by law) by resolution entered on its minutes, either (a)

designate the precincts into which said District shall be divided for the conduct of said Hospital District General Election and the polling place for each precinct and shall appoint for each precinct an election board consisting of at least one inspector, one Judge, and two (2) clerks, selected from the electors of said District, and shall provide for the giving of notice of said election pursuant to the law *or* (b) request and consent to consolidation of the election with the statewide election and to hold and to conduct the election in accordance with Elections Code Section 10418.

4. That any candidate filing a candidate's statement of qualifications pursuant to Section 10012 of the California Elections Code shall pay the actual prorated costs of printing and handling said candidate's statement as provided therein. Said Candidate's statement shall contain no more than 200 words. Candidates will not be permitted to submit other materials to be sent with the sample ballot and voter's pamphlet.

Passed and adopted by the Board of Directors of El Camino Healthcare District this 20th day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

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Peter C. Fung, MD  
Chairman, Board of Directors  
El Camino Healthcare District

**DRAFT  
RESOLUTION NO. 2018-04**

**REQUEST FOR AND CONSENT TO CONSOLIDATION OF ELECTION**

**WHEREAS**, a Biennial District General Election has been ordered to be held on Tuesday, November 6, 2018, in the El Camino Healthcare District of Santa Clara County for the purpose of electing three (3) Directors of the Board Directors of the District; and

**WHEREAS**, pursuant to Part 3 (commencing with Section 10400) of the Elections Code, such election may be either completely or partially consolidated;

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** That the Board of Directors of the El Camino Healthcare District calls for an election to be held on November 6, 2018, and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

**Section 2.** That the Board of Directors of the El Camino Healthcare District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

**Section 3.** That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be elected at large / by division;

**Section 4.** That the divisions, if any, from which said directors are to be elected, and the number of offices to be filled from each, are:

\_\_\_\_\_  
N/A  
(Divisions)

\_\_\_\_\_  
N/A  
(Number of Offices/Division)

**Section 5.** That pursuant to Section 10514 of the Elections Code of the State of California, the qualifications for election to said offices, as prescribed by the principal act, are:

**Each Candidate shall be a registered voter who is a resident of the District.**

**Section 6.** That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, each district involved in a district general election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the district general election for that district.

**Section 7.** That the candidates' statements of qualifications shall be limited to 200 / 400 words; that the cost of printing, translating and distributing said statements shall be

borne by the district / candidates who file such statements, and that each candidate who files such a statement shall / shall not be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

**Section 8.** That pursuant to Section 10522 of the Elections Code of the State of California, a current map showing the boundaries of the district and the boundaries of the divisions of the district is herewith submitted.

**Section 9.** That pursuant to Sections 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by lot / special runoff.

**Section 10.** That the names of all current Board Members & date each term ends are: *(Please indicate all members and for those who are appointed incumbents filling a vacated term, note the name of the elected incumbent who was replaced and the date elected incumbent's term would have ended if term had been fulfilled.)*

Member Name	Term End	Date Appt. to Vacancy	Replaced
Neysa Fligor	Nov. 2018	8/16/17	Dennis Chiu, Nov. 2020
Peter C. Fung, MD	Nov. 2018		
Julia Miller	Nov. 2020		
David Reeder	Nov. 2018		
John Zoglin	Nov. 2020		

PASSED AND ADOPTED this 20th day of March, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

\_\_\_\_\_  
 (signed) Secretary of the Governing Board of the  
El Camino Healthcare District



**ARCHERNORRIS**  
A PROFESSIONAL LAW CORPORATION

2033 North Main Street, Suite 800  
Walnut Creek, CA 94596-3759  
925.930.6600  
925.930.6620 (Fax)  
www.archernorris.com

**EDWARD L. SHAFFER**  
eshaffer@archernorris.com  
925.952.5409

## MEMORANDUM

**TO:** Board of Directors, El Camino Healthcare District

**FROM:** Edward Shaffer and Colin Coffey

**DATE:** March 7, 2018

**RE:** Revisions to Community Benefit Grants Policy to Meet State Requirements

---

The District Board adopted its Community Benefit Grants Policy in 2014, setting guidelines to be used in implementing grants to community organizations under the Community Benefits Program. This is separate from the Guiding Principles used by the independent Community Benefit Advisory Council, which makes grant recommendations to the District.

In 2017 the California Legislature adopted Health & Safety Code section 32139 specifying new financial and other requirements for healthcare districts, which became effective January 1, 2018. Section 32139(c) included details regarding grants by districts. Revisions to the Grants Policy are being proposed to implement the new statute.

The new requirements specified by Section 32139(c) are:

- Adopt grant policies annually. We interpret this as meaning that the Board should review the Grants Policy yearly either to confirm it is sufficient as-is or identify desired changes.
- Include terms to assure that grants support health care and are consistent with the District's adopted mission.
- Provide a process to monitor use of funds and make sure money is spent as intended and consistent with the District's mission and purpose.

Proposed new Section 7 in the updated Grants Policy recites the District's adopted mission statement, and declares that grants must support the District's mission and purpose and show a connection to healthcare. New Section 8 specifies budgeting and reporting requirements for grant recipients to allow monitoring by the District and ensure the money is spent properly.

We understand the District already follows these standards and practices. The new provisions do not make any changes, but are being adopted so the Grants Policy conforms to Section 32139(c). We recommend that the updated Policy be posted on the District website, and that the District schedule an annual review and Board action renewing or revising the Policy.



EL CAMINO HEALTHCARE DISTRICT  
COMMUNITY BENEFIT GRANTS POLICY

**2.00 EL CAMINO HEALTHCARE DISTRICT COMMUNITY BENEFIT GRANTS POLICY**

A. Coverage:

Community Benefit Program

B. Adopted:

March 5, 2014 (Draft Revised for Board Consideration on March 20, 2018)

C. Policy:

The District recognizes that the health of the community is improved by the efforts of many different organizations, and the District has a history of supporting those organizations by making grants to them. The grant making process includes soliciting applications, evaluating the proposed use of the funds, and including the advice of a Community Benefit Advisory Council. The District annually approves a plan which includes a provisional list of organizations and the amount of the expected grants to each.

To ensure that the El Camino Healthcare District (“ECHD”) can be responsive to the changing health needs in the District during a fiscal year, the senior Community Benefit staff (VP of Corporate and Community Health Services and Director of Community Benefit) will follow the guidelines below:

1. The total annual Community Benefit expenditures, as authorized by the ECHD Board of Directors approval of the District’s annual Community Benefit Plan, cannot exceed the approved aggregate amount.
2. Approved individual grant amounts, as stated in the annual Plan, may be increased after need is demonstrated. Grant metrics must be revised to reflect the additional resources. Increases to these previously awarded grants in excess of \$50,000 up to \$150,000 require the approval by the CEO. Increases to these previously awarded grants in excess of \$150,000 must be presented to the Community Benefit Advisory Council (“CBAC”), receive their recommendation for support and be approved by the Board.



3. New grants may be added during the fiscal year if need is demonstrated. Proposals with detailed budgets and metrics must be presented to the CBAC and receive their recommendation for support. New grants in excess of \$50,000 require the approval of the Board.
4. There are times when an individual grant award is not needed to the extent it was in the original plan. In these cases, the funds not needed may be used to fund the grant increases detailed in paragraphs 2 and 3 above.
5. The CBAC and the Board will receive a report identifying all grant funding changes at the end of the fiscal year.
6. Three year grant funding may be awarded to selected grantees. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of annual Community Benefit Plan approved by the Board. Grantees will be required to submit mid-term and annual reports and must demonstrate success meeting outcome metrics and budgetary goals.
7. ECHD funded community benefit grants shall be allocated in support of ECHD's mission and purpose which is "to establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services at any location within or without the territorial limits of the District, for the benefit of the District and the people served by the District and to do any and all other acts and things necessary to carry out the provisions of ECHD's Bylaws and the Local Health District Law." Applications that do not establish a nexus to ECHD's mission, purpose and healthcare will not be awarded funding.
8. To ensure that El Camino Healthcare District allocated grant funding is spent consistently with the grant application and ECHD's mission and purpose, all ECHD grantees must adhere to the following:
  - a. Applications must be completed as directed and include an itemized budget.
  - b. Grantees must submit mid-year and annual reports which include actual and line item expenses against the budgeted expenses in the approved application.
  - c. Grantees may not adjust approved itemized spending without the approval of ECHD's Director of Community Benefit.
  - d. All unused funds must be returned to the District.

RESOLUTION 2018-05

## 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 who serve the District's community as well as individuals who exemplify the El Camino Healthcare District's mission and values.

**WHEREAS**, the Board wishes to honor and recognize the American Heart Association Silicon Valley for partnering with El Camino Healthcare District to deliver the Hypertension Initiative program.

The Hypertension Initiative began in FY17 in an effort to raise awareness about the risks of high blood pressure, provide free community screening events and the Check.Change.*Control.* hypertension management workshop.

The American Heart Association Silicon Valley has screened more than 1,300 people through 15 community events and enrolled more than 300 people in the four-month Check.Change.*Control.* blood pressure management series. These services, offered in English, Spanish and Mandarin, have helped identify people with hypertension or pre-hypertension and provide them with resources and education about how to lower blood pressure.

**WHEREAS**, the Board would like to acknowledge the American Heart Association Silicon Valley for its commitment to providing multilingual blood pressure screenings and hypertension management classes to community members.

**NOW THEREFORE BE IT RESOLVED** that the Board does formally and unanimously pay tribute to:

### American Heart Association Silicon Valley

**IN WITNESS THEREOF**, I have here unto set my hand this **20TH DAY OF MARCH, 2018**.

**EL CAMINO HEALTHCARE DISTRICT BOARD OF DIRECTORS:**

Neysa Fligor • Peter C. Fung, MD • Julia E. Miller • David Reeder • 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 2018  
7/1/2017- 1/31/2018**

Iftikhar Hussain, CFO

El Camino Healthcare District Board of Directors Meeting  
March 20, 2018

# Contents

## **ECHD Consolidated Financial Statements (Includes El Camino Hospital)**

<b>Comparative Balance Sheet as of January 31, 2018 .....</b>	<b>Page 3</b>
<b>Statement of Revenues &amp; Expenses Year to Date thru January 31, 2018 .....</b>	<b>Page 4</b>
<b>Notes to Financial Statements .....</b>	<b>Page 5</b>

## **ECHD Stand-Alone Financial Statements**

<b>Comparative Balance Sheet as of January 31, 2018 .....</b>	<b>Page 6</b>
<b>Statement of Revenues &amp; Expenses Year to Date thru January 31, 2018.....</b>	<b>Page 7</b>
<b>Statement of Fund Balance Activity as of January 31, 2018... ..</b>	<b>Page 8</b>
<b>Notes to Financial Statements .....</b>	<b>Pages 9-10</b>
<b>Sources &amp; Uses of Property Taxes .....</b>	<b>Page 11</b>

**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)

	Jan 31, 2018	June 30, 2017 Audited w/o Eliminations		Jan 31, 2018	June 30, 2017 Audited w/o Eliminations
<b>ASSETS</b>			<b>LIABILITIES &amp; FUND BALANCE</b>		
<b>Current Assets</b>			<b>Current Liabilities</b>		
Cash & Investments	\$293	\$287	Accounts Payable & Accrued Exp	\$87	\$105
Patient Accounts Receivable, net	\$121	\$110	Bonds Payable - Current	7	7
Other Accounts and Notes Receivable	\$5	\$4	Bond Interest Payable	5	13
Inventories and Prepays	\$58	\$51	Other Liabilities	7	5
<b>Total Current Assets</b>	<b>477</b>	<b>453</b>	<b>Total Current Liabilities</b>	<b>105</b>	<b>130</b>
<b>Board Designated Assets</b>			<b>Deferred Revenue</b>	<b>1</b>	<b>1</b>
Foundation Reserves	17	15	<b>Deferred Revenue Inflow of Resources</b>	<b>14</b>	<b>14</b>
Community Benefit Fund	24	19	<b>Long Term Liabilities</b>		
Operational Reserve Fund	129	102	Bond Payable	648	657
Workers Comp, Health & PTO Reserves	63	63	Benefit Obligations	38	37
Facilities Replacement Fund <sup>(1)</sup>	176	159	Other Long-term Obligations	4	4
Catastrophic & Malpractice Reserve <sup>(2)</sup>	21	18	<b>Total Long Term Liabilities</b>	<b>691</b>	<b>698</b>
<b>Total Board Designated Assets</b>	<b>431</b>	<b>376</b>	<b>Fund Balance</b>		
<b>Non-Designated Assets</b>			Unrestricted	1,246	1,150
Funds Held By Trustee	254	305	Board Designated & Restricted	336	274
Long Term Investments	307	257	Capital & Retained Earnings	16	15
Other Investments	35	34	<b>Total Fund Balance</b>	<b>1,598</b>	<b>1,439</b>
Net Property Plant & Equipment	855	810	<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$2,410</b>	<b>\$2,282</b>
Deferred Outflows of Resources	29	30			
Other Assets	22	18			
<b>Total Non-Designated Assets</b>	<b>1,502</b>	<b>1,454</b>			
<b>TOTAL ASSETS</b>	<b>\$2,410</b>	<b>\$2,282</b>			



*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 January 31, 2018

(Includes El Camino Hospital)

	<u>Actual</u>	<u>Budget</u>	<u>Fav (Unfav) Variance</u>	<u>Prior YTD FY Actual</u>
Net Patient Revenue <sup>(3)</sup>	523	486	37	473
Other Operating Revenues <sup>(4)</sup>	28	24	4	25
<b>Total Operating Revenues</b>	<b>551</b>	<b>511</b>	<b>40</b>	<b>498</b>
Wages and Benefits	279	278	-1	262
Supplies	73	71	-2	65
Purchased Services	64	65	1	61
Other	17	18	1	17
Depreciation	29	30	1	28
Interest	3	5	2	3
<b>Total Operating Expense <sup>(5)</sup></b>	<b>466</b>	<b>467</b>	<b>2</b>	<b>437</b>
<b>Operating Income</b>	<b>85</b>	<b>44</b>	<b>42</b>	<b>61</b>
Non-Operating Income <sup>(6)</sup>	72	15	57	31
<b>Net Income</b>	<b>158</b>	<b>58</b>	<b>99</b>	<b>92</b>



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 FY 2018 Actual to Budget

(Includes El Camino Hospital)

1) The current period Facilities Replacement Fund is comprised of (\$ Millions):

ECHD Appropriation Fund (fka: Capital Outlay)	\$13
ECHD Capital Replacement Fund (i.e. Funded Depr.)	5
ECH Capital Replacement Fund (i.e. Funded Depr.)	135
ECH BHS Replacement Building Fund	14
ECH Women's Hospital Expansion	9
	\$176

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

ECH Catastrophic Fund (aka: Earthquake Fund)	\$19
ECH Malpractice Reserve	2
	\$21

- 3) Net Patient Revenue is ahead of budget due to: 1) Gross Revenues were significantly above budget in numerous departments resulting in the net patient revenues in exceeding budget by \$30.4M; 2) On a quarterly basis management has begun accruing for net late patient charges that are not captured until the following month of a quarter end, this created a one-time increase in net patient revenues of approximately \$ 4M, which will be recalculated each subsequent quarter; and 3) Medicare OP Deductions from Gross Revenues were budgeted at 93% but currently running at 87% resulting in a \$3M positive variance.
- 4) Other Operating Revenues exceeding budget due to primarily a PRIME payment of \$3M that was not anticipated in the budget and back billing for dietary services provided the LPCH patients on their 4th floor unit (\$700k). Those billings have been paid and the account remains current.
- 5) The positive variance of approximately \$2M remains in the areas of Bond Interest (net) expense as a significant portion of the interest qualifies to capitalized into those four (4) major construction projects under way funded by the 2017 bond issue; within Purchased Services outside provider expense in CONCERN continues to run less than budget; and in Other Expense a placeholder was budgeted for strategic initiatives that hasn't been used at this point in time. These positive variances are being somewhat offset by increased patient volumes over budget causing negative variances for wages and benefits in nursing and other clinical departments, along with the increased medical supply cost given the increased patient load.
- 6) The \$57M positive variance to budget is driven by the unrealized gains on investments thus far in 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>Jan 31, 2018</u>	<u>June 30, 2017</u>		<u>Jan 31, 2018</u>	<u>June 30, 2017</u>
<b><u>ASSETS</u></b>			<b><u>LIABILITIES &amp; FUND BALANCE</u></b>		
Cash & cash equiv	\$2,536	\$2,960	Accounts payable <sup>(8)</sup>	\$0	\$0
Short term investments	8,764	1,710	Current portion of bonds	3,310	3,570
Due fm Retiree Health Plan <sup>(1)</sup>	60	30	Bond interest payable	2,586	2,152
S.C. M&O Taxes Receivable	0	0	Other Liabilities	138	161
Other current assets	0	0			
<b>Total current assets</b>	<b><u>\$11,360</u></b>	<b><u>\$4,700</u></b>	<b>Total current liabilities</b>	<b><u>\$6,034</u></b>	<b><u>\$5,883</u></b>
Operational Reserve Fund <sup>(2)</sup>	1,500	1,500			
Capital Appropriation Fund <sup>(3)</sup>	13,133	13,133			
Capital Replacement Fund <sup>(4)</sup>	5,062	4,998	Deferred income	86	46
Community Benefit Fund <sup>(5)</sup>	4,846	7,011	Bonds payable - long term	126,332	129,642
<b>Total Board designated funds</b>	<b><u>\$24,541</u></b>	<b><u>\$26,642</u></b>	<b>Total liabilities</b>	<b><u>\$132,452</u></b>	<b><u>\$135,571</u></b>
<b>Funds held by trustee <sup>(6)</sup></b>	<b><u>\$19,666</u></b>	<b><u>\$18,363</u></b>	<b>Fund balance</b>		
<b>Capital assets, net <sup>(7)</sup></b>	<b><u>\$11,074</u></b>	<b><u>\$11,209</u></b>	Unrestricted fund balance	\$46,545	\$42,344
			Restricted fund balance <sup>(9)</sup>	(112,356)	(117,001)
			<b>Total fund balance</b>	<b><u>(\$65,811)</u></b>	<b><u>(\$74,657)</u></b>
<b>TOTAL ASSETS</b>	<b><u>\$66,641</u></b>	<b><u>\$60,914</u></b>	<b>TOTAL LIAB &amp; FUND BALANCE</b>	<b><u>\$66,641</u></b>	<b><u>\$60,914</u></b>



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



# El Camino Healthcare District

## YTD **Stand-Alone** Stmt of Revenue and Expenses (\$ Thousands)

### Comparative Year-to-Date January 31, 2018

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

	Actual	Current Year Budget	Variance	Prior Full Year Actual
<b>REVENUES</b>				
(A) Ground Lease Revenue <sup>(10)</sup>	\$ 53	\$ 53	\$ -	\$ 90
(B) Redevelopment Taxes <sup>(11)</sup>	152	82	70	244
(B) Unrestricted M&O Property Taxes <sup>(11)</sup>	6,312	4,601	1,711	7,658
(B) Restricted M&O Property Taxes <sup>(11)</sup>	3,199	3,278	(79)	6,959
(B) G.O. Taxes Levied for Debt Service <sup>(11)</sup>	6,250	5,950	300	10,679
(B) IGT/PRIME Medi-Cal Program <sup>(12)</sup>	(1,923)	-	(1,923)	(10,328)
(B) Investment Income (net)	(72)	91	(163)	(17)
(B) Other income	0	0	-	0
<b>TOTAL NET REVENUE</b>	<b>13,971</b>	<b>14,055</b>	<b>(84)</b>	<b>16,267</b>
<b>EXPENSES</b>				
(A) Wages & Benefits <sup>(13)</sup>	0	0	-	0
(A) Professional Fees & Purchased Svcs <sup>(14)</sup>	233	296	63	456
(A) Supplies & Other Expenses	201	113	(88)	187
(B) G.O. Bond Interest Expense (net) <sup>(15)</sup>	1,813	2,279	466	4,333
(B) Donations to Outside Organizations <sup>(16)</sup>	4,667	4,083	(584)	6,484
(A) Depreciation / Amortization	134	134	-	240
<b>TOTAL EXPENSES</b>	<b>7,048</b>	<b>6,905</b>	<b>(143)</b>	<b>12,682</b>
<b>NET INCOME</b>	<b>\$ 6,923</b>	<b>\$ 7,150</b>	<b>\$ (227)</b>	<b>\$ 3,585</b>
(A) Operating Revenues & Expenses (B) Non-operating Revenues & Expenses				
<b>RECAP STATEMENT OF REVENUES &amp; EXPENSE</b>				
(A) Net Operating Revenues & Expenses	\$ (515)			
(B) Net Non-Operating Revenues & Expenses	7,438			
<b>NET INCOME</b>	<b>\$ 6,923</b>			



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

# El Camino Healthcare District

## Comparative YTD **Stand-Alone** Stmt of Fund Balance Activity (\$ Thousands)

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

	<u>Jan 31, 2018</u>	<u>June 30, 2017</u>
<b>Fiscal year beginning balance</b>	\$ (74,657)	\$ (79,881)
Net income year-to-date	\$ 6,923	\$ 3,585
Transfers (to)/from ECH:		
IGT/PRIME Funding <sup>(17)</sup>	\$ 1,923	\$ 10,912
Capital Appropriation projects <sup>(18)</sup>	\$ -	(9,274)
<b>Fiscal year ending balance</b>	<u><u>\$ (65,811)</u></u>	<u><u>\$ (74,657)</u></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) **Due from Retiree Health Plan** – The monies due from Trustee for District's Retiree Healthcare Plan.
- (2) **Operational Reserve Fund** – Starting in FY 2014, the Board established an operational reserve for unanticipated operating expenses of the District.
- (3) **Capital Appropriation Fund** – Formerly known as the Capital Outlay Fund, which accumulates at the end of each fiscal year those M&O property taxes that are over the Gann limit and thus become restricted for plant and equipment projects. This amount reflects the accumulation of the fiscal year ended 2017. Note, at each fiscal year end the amount placed into this fund must be board designated for a capital project (must be a value greater than \$100,000 and a minimum life of 10 years) within the next two fiscal years.
- (4) **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.
- (5) **Community Benefit Fund** – Newly established fund at the District in FY 2014, as the District retains its unrestricted M&O property taxes to pay for its operations and support its Community Benefit Program.
- (6) **Funds Held by Trustee** – Funds from General Obligation tax monies, being held to make the debt payments when due.
- (7) **Capital Net Assets** - The land on which the Mountain View Hospital resides, a portion of the YMCA building, and a vacant lot located at El Camino Real and Phyllis.
- (8) **Accounts Payable and Accrued Expenses** – Expenses due which have not yet been paid.
- (9) **Fund Balance** – The negative 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, slowly reducing the negative fund balance over the next 19 years.



# 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*

- (10) **Other Operating Revenue** – Lease income from El Camino Hospital for its ground lease with the District.
- (11) **Taxes: Redevelopment, M&O, G.O.** – Tax receipts (either received or to be received) during the period.
- (12) **IGT/PRIME Expense** – Which returned to the Hospital approximately double this amount.
- (13) **Wages & Benefits** – The District employs no employees. Employees are based at the Hospital, CONCERN, or SVMD entities. The District does contract with the Hospital and outside professional and general services organizations (see item 14).
- (14) **Professional Fees & Services** – Detailed below:
- Community Benefit/Admin Support from ECH \$ 216
  - Legal 14
  - Other 3
- \$ 233
- (15) **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.
- (16) **Donations to Outside Organizations** – Starting in FY 2014, the District is directly operating its Community Benefit 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 and February of the fiscal year.
- (17) **IGT/PRIME Funding** – Transfers from ECH for participation in the two programs thus far in FY 2017.
- (18) **Capital Appropriation Projects Transfer** – This amount for FY2017 was the approved amount at the Board's June 2016 meeting to be transferred to the Hospital during FY2017 for the future renovation of the Women's Hospital after the IMOB is completed in the Fall 2018.



# 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>1/31/2018</u>
(1) Maintenance and Operation and Government Obligation Taxes	\$15,761
(2) Redevelopment Agency Taxes	152
<b>Total District Tax Receipts</b>	<b>15,913</b>
 <u>Uses Required Obligations / Operations</u>	
(3) Government Obligation Bond	6,250
<b>Total Cash Available for Operations, CB Programs, &amp; Capital Appropriations</b>	<b>9,663</b>
(4) Capital Appropriation Fund – Excess Gann Initiative Restricted*	3,199
<b>Subtotal</b>	<b>6,464</b>
(5) Operating Expenses	434
<b>Subtotal</b>	<b>6,030</b>
(6) Capital Replacement Fund (Park Pavilion)	175
<b>Funds Available for Community Benefit Programs</b>	<b>\$5,855</b>

\*Gann Limit Calculation for FY2018 \$8,024

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



## ECHD BOARD MEETING AGENDA ITEM COVER SHEET

<b>Item:</b>	ECHD Bylaws Review El Camino Healthcare District Board of Directors March 20, 2018
<b>Responsible party:</b>	Julia E. Miller, Vice Chair
<b>Action requested:</b>	For Approval
<p><b>Background:</b></p> <p>The District Board Vice Chair is charged with leading periodic reviews of the ECHD bylaws. I worked with Chair Fung and staff to prepare the draft revised bylaws for discussion.</p> <p>The proposed changes are as follows:</p> <ol style="list-style-type: none"> <li>1. To combine the positions of Secretary and Treasurer in Article III to reflect current Officer positions.</li> <li>2. Article VIII, Section 3(c): to clarify that the CEO may attend District Board committee meetings, if appropriate.</li> <li>3. To delete Article VIII, Section 3(f) since the CEO will attend District Board committees, if appropriate under revision above to Section 3(c).</li> <li>4. To remove Article IX, Section 2 (Voting of Stocks Owned by District), as this is not applicable.</li> </ol> <p>These proposed revisions have been reviewed by legal counsel.</p>	
<b>Board Advisory Committees that reviewed the issue and recommendation, if any:</b> None.	
<p><b>Summary and session objectives :</b></p> <p>To obtain the Board's approval of the proposed bylaws revisions.</p>	
<p><b>Suggested discussion questions:</b></p> <ol style="list-style-type: none"> <li>1. Are there any additional changes any Board member would like to propose?</li> </ol>	
<p><b>Proposed board motion, if any:</b></p> <p>To approve the proposed revisions to the El Camino Healthcare District Board Bylaws.</p>	
<p><b>LIST OF ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Draft Revised ECHD Bylaws (redline)</li> </ol>	

**AMENDED AND RESTATED  
BYLAWS  
OF  
EL CAMINO HEALTHCARE DISTRICT  
ADOPTED**

**January 20, 2015**

## Table of Contents

	Page
ARTICLE I PURPOSE.....	1
ARTICLE II PRINCIPAL OFFICE .....	1
ARTICLE III OFFICERS .....	1
<u>Section 1</u> CHAIRPERSON.....	1
<u>Section 2</u> VICE CHAIRPERSON .....	2
<u>Section 3</u> SECRETARY/TREASURER.....	2
<u>Section 4</u> ELECTION AND TERM OF OFFICERS .....	2
<u>Section 5</u> RESIGNATION OR REMOVAL .....	2
<u>Section 6</u> VACANCIES IN OFFICES .....	2
ARTICLE IV DISTRICT DIRECTORS AND VACANCIES.....	<del>32</del>
<u>Section 1</u> NUMBER OF DISTRICT DIRECTORS AND QUALIFICATIONS .....	<del>32</del>
<u>Section 2</u> TERM OF OFFICE.....	3
<u>Section 3</u> DISTRICT DIRECTOR COMPENSATION .....	3
<u>Section 4</u> VACANCIES.....	3
ARTICLE V BYLAWS .....	3
<u>Section 1</u> INSPECTION OF BYLAWS .....	3
<u>Section 2</u> AMENDMENTS TO BYLAWS .....	3
ARTICLE VI MEETINGS .....	3
<u>Section 1</u> PUBLIC .....	3
<u>Section 2</u> PLACE.....	3
<u>Section 3</u> TIME AND NOTICE .....	<del>43</del>
<u>Section 4</u> AGENDA FOR MEETINGS.....	4
<u>Section 5</u> QUORUM.....	4
ARTICLE VII SPECIAL COMMITTEES .....	4
<u>Section 1</u> SPECIAL COMMITTEES .....	4
ARTICLE VIII DISTRICT CHIEF EXECUTIVE OFFICER .....	<del>54</del>
<u>Section 1</u> SELECTION, AUTHORITY AND TERM.....	<del>54</del>
<u>Section 2</u> PERFORMANCE REVIEW .....	5
<u>Section 3</u> AUTHORITY AND DUTIES .....	5
ARTICLE IX EXECUTION OF CORPORATE INSTRUMENTS, .....	<del>65</del>
<u>Section 1</u> EXECUTION OF CORPORATE INSTRUMENTS.....	<del>65</del>
ARTICLE X MAINTENANCE AND INSPECTION OF REPORTS AND RECORDS.....	6



**AMENDED AND RESTATED  
BYLAWS  
of  
EL CAMINO HEALTHCARE DISTRICT  
Santa Clara County, California**

**PREAMBLE**

These Bylaws are adopted by the Board of Directors (the “District Board”) of the El Camino Healthcare District (the “District”), pursuant to Section 32104 of the Health and Safety Code of the State of California, for the purpose of establishing such rules and regulations, not inconsistent with law, as, in the opinion of the District Board, are necessary for the exercise of the powers conferred and the performance of the duties imposed upon it by the Local Health Care District Law and related statutes. In the event of any conflict between these Bylaws and the Local Health Care District Law, the latter shall prevail.

**ARTICLE I  
PURPOSE**

The purpose of the District shall be to establish, maintain and operate, or provide assistance in the operation of one or more health facilities (as that term is defined in the California Health and Safety Code Section 1250) or health services at any location within or without the territorial limits of the District, for the benefit of the District and the people served by the District, and to do any and all other acts and things necessary to carry out the provisions of the District’s Bylaws and the Local Health Care District Law.

**ARTICLE II  
PRINCIPAL OFFICE**

The principal office for the transaction of the business of the District and for the preservation of District records is hereby fixed and located at 2500 Grant Road, Mountain View, California 94040.

**ARTICLE III  
OFFICERS**

Section 1 CHAIRPERSON. The Chairperson shall conduct all District Board meetings, regularly lead the evaluation of the role and performance of the chairperson of the Board of Directors of El Camino Hospital, and the performance of the Board of Directors of El Camino Hospital in carrying out the purpose and mission of the District, and lead the evaluation annually of the performance of the District Chief Executive Officer and District Chief Financial Officer in each case in collaboration with the District Board. The Chairperson shall coordinate an annual self-evaluation of the District Board’s performance, assure the orientation of new District Directors, perform all other executive functions required by the District Board and consult with the District Directors regarding each of the foregoing evaluations and executive functions performed by the Chairperson.

Section 2 VICE CHAIRPERSON. The Vice Chairperson may assume and perform the duties of the Chairperson in the absence or disability of the Chairperson or whenever the office of the Chairperson of the District Board is vacant. The Vice Chairperson shall have such titles, perform such other duties, and have such other powers as the District Board or the Chairperson shall designate from time to time.

Section 3 SECRETARY/TREASURER. The Secretary/Treasurer shall (i) ensure that the CEO has assigned staff to keep the minutes of all meetings of the District Board, send or cause to be sent appropriate notices and agendas for all meetings of the District Board, and act as custodian of all records and reports, (ii) attest in writing to the minutes of all District Board meetings and to the Resolutions of the District Board, (iii) ensure that the CEO has assigned staff to keep correct and accurate accounts of the property and financial records and transactions of the District, (iv) shall in general supervise or perform all duties incident to the office of Treasurer and (iii) have such other powers and perform such other duties as may be prescribed by the District Board, the Chairperson or by these Bylaws.

~~Section 4 TREASURER. The Treasurer shall (i) ensure that the CEO has assigned staff to keep correct and accurate accounts of the property and financial records and transactions of the District, and (ii) shall in general supervise or perform all duties incident to the office of Treasurer and such other duties as may be prescribed by the District Board, the Chairperson or by these Bylaws.~~

~~Section 5~~Section 4 ELECTION AND TERM OF OFFICERS. Before July 1<sup>st</sup> of every odd-numbered year, the District Board shall elect officers from the District Directors then in office. The officers shall be elected by a majority vote of the District Directors. The District Board shall elect officers to serve for a term of two (2) years. Each officer shall hold office for such two (2) year term or until his or her successor is elected and qualified.

~~Section 6~~Section 5 RESIGNATION OR REMOVAL. Any officer may resign at any time. Any officer may be removed by the majority vote of the District Directors then in office (other than the officer himself or herself) at any regular or special meeting of the District Board.

~~Section 7~~Section 6 VACANCIES IN OFFICES. Any vacancy which shall occur in the offices shall be filled in the following manner:

(a) The Chairperson of the District Board may appoint persons from the District Board to fill such vacancy until his or her successor is elected and qualified. Said appointment shall be subject to confirmation by the District Board.

(b) In the event a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall automatically succeed to the office of the Chairperson for the remainder of the former Chairperson's term of office.

**ARTICLE IV  
DISTRICT DIRECTORS AND VACANCIES**

Section 1 NUMBER OF DISTRICT DIRECTORS AND QUALIFICATIONS. The District Board shall consist of five (5) directors (“District Directors”). Each District Director shall be a registered voter who is a resident of the District.

Section 2 TERM OF OFFICE. Each District Director shall serve for a term of four (4) years, unless (a) such term is sooner terminated by such District Director’s death, resignation or removal, or (b) a District Director is appointed or elected to fill an unexpired term.

Section 3 DISTRICT DIRECTOR COMPENSATION. District Directors shall serve with compensation to the extent permitted by applicable law and in accordance with any policy adopted by the District Board. Each District Director shall be allowed reimbursement of his or her actual necessary travel and incidental expenses incurred in the performance of official business of the District in accordance with any policy approved by the District Board.

Section 4 VACANCIES. The vacancy of a District Director position on the District Board shall be filled in accordance with applicable law, including as applicable, the California Health and Safety Code Section 32100 *et seq.*, Elections Code Section 1000 *et seq.*, and Government Code Section 1780 *et seq.*, as amended. The procedure for filling a vacancy occurring on the District Board shall be according to District policy for filling such vacancy. The District policy shall include procedures for notification of the public of the vacancy, in accordance with applicable law, establishing deadlines for receipt of applications from persons interested in filling the vacancy, and setting interviews of qualified persons by the District Board.

**ARTICLE V  
BYLAWS**

Section 1 INSPECTION OF BYLAWS. The Bylaws shall be kept at the principal office of the District and shall be open to public inspection.

Section 2 AMENDMENTS TO BYLAWS. Any provisions of the Bylaws may be amended by a vote of the majority of the entire District Board.

**ARTICLE VI  
MEETINGS**

Section 1 PUBLIC. All meetings of the District Board shall be open to the public except that meetings of the District Board may be closed to the public by the District Board if allowed by California law.

Section 2 PLACE. All meetings of the District Board shall be called at any location within the District, unless otherwise permitted by applicable law. Meetings of the District Board may be called outside the District only as allowed by applicable law.

Section 3 TIME AND NOTICE.

(a) Regular Meetings. Regular meetings of the District Board shall be held without call on the date and at the time and place established, from time-to-time, by resolution of the District Board. The District Board may establish the date, time, and place of one (1) or more regular meetings in any such resolution.

(b) Special Meetings. Special meetings of the District Board may be held, provided that such meetings comply with all requirements established by California law.

(c) Emergency Meetings. Emergency Meetings of the District Board may be held when permitted and with such notice as mandated by law.

Section 4 AGENDA FOR MEETINGS. The order of business at the meetings of the District Board shall follow the agenda for the meeting, provided, however, that the order of business may be varied in the Chairperson's discretion. The agenda for District Board meetings shall be developed by the Chairperson with the District Chief Executive Officer acting as staff to the Chairperson for this purpose. Any District Director may request that a matter be added to a future District Board meeting agenda. If such a proposal is made between District Board meetings, the District Director shall communicate the substance of the proposed item to the Chairperson and the District Chief Executive Officer with sufficient detail so such item may be properly added to the agenda for a District Board meeting. Such item shall be added to the District Board agenda for the next meeting of the District Board for which there is sufficient time to fully comply with all notice and agenda posting requirements applicable to the District. Any such item so added to the District Board agenda may be removed from the District Board agenda by a motion made by any District Director at such meeting if such motion is approved by the District Board. If a District Director proposes that an item be added to the District Board agenda for a future District Board meeting during a District Board meeting, then such item shall be added to the District Board agenda unless the District Board adopts a resolution directing that such item not be added to the agenda.

Section 5 QUORUM. Three (3) District Directors shall constitute a quorum.

**ARTICLE VII  
SPECIAL COMMITTEES**

Section 1 SPECIAL COMMITTEES. Special committees shall be created as the need may arise. The chairperson of the committee must be a District Director appointed by the Chairperson of the District Board, and all committees shall include one (1) or more District Directors. All members of the committees, other than the chairperson of the committee, are subject to approval by the District Board. Fifty percent (50%) attendance shall represent a quorum. Written minutes of all meetings shall be kept. All special committees shall be advisory to the District Board unless otherwise specified by the District Board.

## ARTICLE VIII DISTRICT CHIEF EXECUTIVE OFFICER

Section 1 SELECTION, AUTHORITY AND TERM. The District Board (a) may select and employ a competent, experienced District Chief Executive Officer or (b) may enter into a management services agreement or other similar agreement for services under which a District Chief Executive Officer may be provided. Such District Chief Executive Officer shall be the District Board's direct executive representative in the management of the District. The District Chief Executive Officer shall be given the necessary authority and held responsible for the administration of the District in all its activities and departments subject only to such policies as may be adopted, and such orders as may be issued by the District Board or by any of its committees to which it has delegated power for such action. He or she shall act as the "duly authorized representative" of the District Board in all matters in which the District Board has not formally designated some other person for that specific purpose. However, nothing in this section is to be construed as depriving or delegating from the District Board to the District Chief Executive Officer any of the powers and duties imposed upon the District Board by the Local Health Care District Law, Division 23, or Chapter 1 of the Health and Safety Code of the State of California, or related statutes. The District Chief Executive Officer shall hold office from the date of engagement until the end of his or her term in office or sooner at the sole discretion of the District Board, subject to any employment or other agreement approved by the District Board.

Section 2 PERFORMANCE REVIEW. The District Board shall regularly review the performance of the District Chief Executive Officer and (a) if directly employed, provide counseling in areas where improvement is needed or (b) if provided under a management contract, then provide the evaluation to the other party to such contract.

Section 3 AUTHORITY AND DUTIES. The authority and duties of the District Chief Executive Officer shall be as follows:

(a) To prepare an annual budget showing the expected receipts and expenditures of the District as required by the District Board.

(b) To select, engage, employ, manage and discharge all employees serving in positions as authorized by the District Board or those providing services pursuant to a management services agreement approved by the District Board.

(c) To attend all meetings of the District Board and, if appropriate, District Board Committees.

(d) To submit regularly to the District Board or its authorized committees, periodic reports showing the professional service and financial activities of the District and to prepare and submit such special reports as may be required by the District Board and/or its functioning committees.

(e) To serve as the liaison officer and channel of communications for all official communications between the District Board or any of its committees, and its adjunct organizations.

~~(f) To act as an ex officio member of all District Board committees.~~

~~(g)~~(f) To perform any other duty that may be necessary in the best interest of the District.

**ARTICLE IX  
EXECUTION OF CORPORATE INSTRUMENTS,  
~~AND VOTING OF STOCKS AND MEMBERSHIPS  
HELD BY THE DISTRICT~~**

Section 1 EXECUTION OF CORPORATE INSTRUMENTS. The District Board may, in its discretion, determine the method and designate the signatory officer or officers or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon the District.

Unless otherwise specifically determined by the District Board or otherwise required by law, formal contracts of the District, promissory notes, deeds of trust, mortgages and other evidences of indebtedness of the District, and other corporate instruments or documents, and certificates of shares of stock owned by the District, shall be executed, signed, or endorsed by the Chairperson.

All checks and drafts drawn on banks or other depositories on funds to the credit of the District, or in special accounts of the District, shall be signed by such person or persons as the District Board shall authorize to do so.

~~Section 2 VOTING OF STOCKS OWNED BY DISTRICT. All stock of other corporations or memberships in other corporations owned or held by the District for itself, or for other parties in any capacity, shall be voted, and all proxies with respect to such stock or memberships shall be executed, by the person authorized to do so by resolution of the District Board, or in the absence of such authorization, by the Chairperson of the District Board, or Vice Chairperson or by any other person authorized to do so by the Chairperson or the Vice Chairperson of the District Board.~~

**ARTICLE X  
MAINTENANCE AND INSPECTION  
OF REPORTS AND RECORDS**

The District shall keep at its principal office the original or a copy of its charter and these Bylaws as amended from time to time. Each District Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the District. This inspection by a District Director may be made in person or by the agent or attorney. The right of inspection includes the right to copy and make abstract of documents.

**ADOPTION OF AMENDED AND RESTATED BYLAWS**

Approved and adopted by motion at a meeting of the Board of Directors of El Camino Healthcare District, duly held on ~~January 20, 2015~~March 20, 2018.

**CERTIFICATE OF SECRETARY**

I, the undersigned, certify that I am the currently elected and acting Secretary of El Camino Healthcare District, a public hospital district, and the above Amended and Restated Bylaws, consisting of 7 pages, are the Bylaws of the El Camino Healthcare District as adopted pursuant to the required affirmative vote of the Board of Directors of El Camino Healthcare District on December 7, 2005 and as amended and restated pursuant to the required affirmative vote of the Board of Directors of El Camino Healthcare District on March 1, 2006, on January 17, 2012, on May 1, 2013, on June 17, 2014, ~~and~~ on January 20, 2015, and on March 20, 2018.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Secretary on \_\_\_\_\_, ~~2015~~March 20, 2018.

\_\_\_\_\_  
~~Peter C. Fung, MD~~John Zoglin, Secretary

**EL CAMINO HEALTHCARE DISTRICT BOARD**  
**FY2018 PACING PLAN**  
**Updated March 1, 2018**

<b>FY18 Q1</b>		
<b>JULY 2017</b>	<b>AUGUST 2017</b>	<b>SEPTEMBER 2017</b>
No Meeting	<p><b>August 16, 2017</b> – District Director Applicant Interviews and Appointment</p> <p><b>August 23, 2017</b> – District Director Administration of Oath, ECH Board Member Election</p>	No Meeting
<b>FY18 Q2</b>		
<b>OCTOBER 17, 2017</b>	<b>NOVEMBER 2017</b>	<b>DECEMBER 2017</b>
<ul style="list-style-type: none"> <li>▪ FY18 YTD ECHD Financials</li> <li>▪ FY17 Community Benefit Year End Report</li> <li>▪ FY17 Stand-Alone Financials</li> <li>▪ FY17 Financial Audit Presentation – Consolidated ECH District Financials</li> <li>▪ Approve FY17 Hospital Audit</li> <li>▪ Adopt Resolution Setting Calendar Year 2018 Meeting Dates</li> <li>▪ Hospital Board Member Election Ad Hoc Committee Report</li> <li>▪ District Director Vacancy Policy</li> <li>▪ CBAC Structure</li> <li>▪ Pacing Plan</li> <li>▪ Minutes: 6/20 (closed) 8/16 and 8/23</li> <li>▪ Approval of Revised Budgets for ECH Major Capital Projects</li> </ul>	No Meeting	No meeting



FY18 Q3		
JANUARY 16, 2018	FEBRUARY 2018	MARCH 20, 2018
<ul style="list-style-type: none"> <li>▪ Recognition (As Needed)</li> <li>▪ Community Benefit Spotlight (If Time Allows)</li> <li>▪ FY18 YTD ECHD Financials</li> <li>▪ Hospital Board Member Election Ad Hoc Committee Report (if necessary)</li> <li>▪ Pacing Plan</li> <li>▪ District Director Vacancy Policy</li> <li>▪ Signing of Standards of Conduct</li> <li>▪ ECH Board Director Candidate Interviews</li> <li>▪ Election of El Camino Hospital Board Director(s)</li> <li>▪ Presentation of Certificate of Transparency</li> </ul>	<p style="text-align: center;">No Meeting</p>	<ul style="list-style-type: none"> <li>▪ Recognition (As Needed)</li> <li>▪ Community Benefit Spotlight (HTN Initiative)</li> <li>▪ FY18 YTD ECHD Financials</li> <li>▪ <del>Hospital Board Member Election Ad Hoc Committee Report</del></li> <li>▪ Prepare for November Election</li> <li>▪ ECH Board Chair Assessment and ECH Board Evaluation</li> <li>▪ Pacing Plan</li> <li>▪ ECHD Bylaws Review</li> <li>▪ Community Benefit Guiding Principles</li> <li>▪ Draft Revised ECHD CB Policy</li> </ul>
FY18 Q4		
APRIL 2018	MAY 15, 2018 (Or May 22)	JUNE 19, 2018
<p style="text-align: center;">No Meeting</p>	<p style="text-align: center;">FY 19 Community Benefit Plan Study Session Community Benefit Mid-Year Metrics</p>	<ul style="list-style-type: none"> <li>▪ Recognition (As Needed)</li> <li>▪ Community Benefit Spotlight (If Time Allows)</li> <li>▪ FY18 YTD ECHD Financials</li> <li>▪ Tax Appropriation for FY19</li> <li>▪ District Capital Outlay Fund</li> <li>▪ Review and Approve FY19 Pacing Plan</li> <li>▪ Approval of FY19 Community Benefit Plan</li> <li>▪ Approve ECH FY19 Budget</li> <li>▪ Approve ECHD FY19 Budget</li> <li>▪ Appoint FY 19 Hospital Board Member Election Ad Hoc Committee</li> <li>▪ Vacancy Policy</li> <li>▪ CEO and CFO Review</li> </ul>