

TUESDAY, DECEMBER 19, 2023, 12:30 p.m. Meeting

BOARD OF DIRECTORS

PLEASE SEE PAGE 2 FOR MEETING LOCATION

	<u>Time</u>	<u>Page</u>	<u>Target</u>
I. CALL TO ORDER			12:30
II. PUBLIC COMMENTS	15		12:45
<i>5 minutes allowed per speaker, with a cumulative total of 15 minutes per group</i>			
VI. PRESENTATION <i>[Out of order due to presenter availability]</i>			
A. Update on Grants & Contracts Inventory <i>(Addendum A – Pp24-27)</i>	Aimee Ebner	10 3	12:55
VII. NEW BUSINESS <i>(Out of order due to presenter availability [C&D] & guest presenter [A])</i>			
*C. Ratification of the FY2024 Operating Budget for Palomar Health Development	Aimee Ebner	5 4-5	1:00
*D. October 2023 & YTD FY2024 Financial Report <i>(Addendum B – Pp28-35)</i>	Aimee Ebner	10 6	1:10
*A. Independent Audit of the Annual Financial Report of Palomar Health Development, Inc., for Fiscal Year End 2023 <i>(Addendum C – Pp36-59)</i>	Aldrich CPAs + Advisors LLP		
i. Resolution No. 12.19.23(01)-6 – Authorizing Acceptance of the Independent Audit of the Annual Financial Report of Palomar Health Development, Inc., for Fiscal Year End 2023 as the Annual Report	Hugh King	15 7-8	1:25
III. INFORMATION ITEM(S)		9	
A. First 5 Commission of San Diego Fiscal Reviews for Contract No. 546245 (HDS-North Inland) – March & October 2023	Tanya Howell	3 10-11	1:28
B. First 5 Commission of San Diego Fiscal Reviews for Contract No. 545639 (First Steps-North Region) – February & October 2023	Tanya Howell	3 12-13	1:31
IV. OLD BUSINESS			
*A. April 2023 & YTD FY2023 Financial Report <i>(Addendum D – Pp60-64)</i>	Tanya Howell	2 14	1:33
B. Prior Meeting Follow-ups	Tanya Howell	2 15	1:35
V. MINUTES			
*A. Monday, June 6, 2022 <i>(Addendum E – Pp65-79)</i>	Tanya Howell	2 16	1:37
*B. Monday, December 12, 2022 <i>(Addendum F – Pp80-91)</i>	Tanya Howell	2 17	1:39
*C. Monday, June 12, 2023 <i>(Addendum G – Pp92-103)</i>	Tanya Howell	2 18	1:41
VII. NEW BUSINESS <i>(Continued)</i>			
*B. Executed, Budgeted, Routine Physician Agreements <i>(Addendum H – Pp104-108)</i>	Hugh King	4 19	1:45
*E. Resolution No. 12.19.23(02)-7 – Setting the Date, Time & Location for the Annual Organizational Meeting for Calendar Year 2024	Tanya Howell	10 20-21	1:55
*F. Resolution No. 12.19.23(03)-8 – Naming Authorized Signatories for Banking Accounts & Setting Signature Authority Limits	Tanya Howell	10 22-23	2:05
VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS		5 —	2:10
IX. FINAL ADJOURNMENT			2:10

Next Regular Meeting: TBD

Palomar Health Development, Inc., Board of Directors

Terry Corrales, RN, Chairperson

Laurie Edwards-Tate, Vice-Chairperson

Linda Greer, RN, Secretary

Hugh King, Treasurer

Diane Hansen, Director

- The Linda Greer Conference Room, 2125 Citracado Parkway, Suite 300, Escondido, CA 92029
 - PHD Board members who are also elected members of the Palomar Health Board of Directors will attend at this location, unless otherwise noticed below
 - Elected members of the Board of Directors of Palomar Health who are not members of the PHD Board and wish only to observe, non-Board member attendees, and members of the public may also attend at this location
- Join on your computer, mobile app or room device:
 - [Click here to join the meeting](#) | Meeting ID: 295329466985; Passcode: 3xJKjo |
OR
- Dial in using your phone (*audio only*):
 - 929.352.2216 | Phone Conference ID: 327 303 797# |
 - Elected members of the Board of Directors of Palomar Health who are not members of the PHD Board and wish only to observe, non-Board member attendees, and members of the public may attend the meeting virtually utilizing the above options

**Palomar Health Development, Inc.
Update on Grants**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Hubert U. King, Chief Financial Officer

Background: Aimee Ebner will update the Board on grants managed by Health Development (*Addendum A*).

Budget Impact: None.

STAFF RECOMMENDATION:

Motion:

Individual Action:

Information: X

Required Time:

**Palomar Health Development
Operating Budget Review for Fiscal Year 2024**

TO: Palomar Health Development Board of Directors

MEETING DATE: Tuesday, December 19, 2023

FROM: Aimee Ebner, Financial Services Manager

Background: The FY2024 Operating Budget for Palomar Health Development was approved by the Palomar Health Board of Directors as part of the budgeting process. An overview of the Budget is attached.

Budget Impact: None.

Committee Questions:

STAFF RECOMMENDATION: Staff recommends ratification of the FY2024 Operating Budget for Palomar Health Development as developed by Palomar Health and approved by the Palomar Health Board of Directors.

Motion: X

Individual Action:

Information:

Required Time:

	Budget FY2024
Revenue	399,000
Expenses	69,163
Net Income/Loss From Operations	329,837
Interest Expense	66,925
Net Income/Loss	262,912

**Palomar Health Development, Inc.
Financial Report**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Hubert U. King, Chief Financial Officer

Background: At each regularly scheduled meeting of the Board of Directors of Health Development, the staff members provide the most recent financial report. Aimee Ebner will review Health Development’s October 2023 and YTD FY2024 Financial Report. The attached report (*Addendum B*) also includes June 2023 financials, which have already been reviewed by the auditors.

Budget Impact: None.

STAFF RECOMMENDATION: Staff recommends approval of Health Development’s October 2023 and YTD FY2024 Financial Report.

Motion: X

Individual Action:

Information:

Required Time:

Palomar Health Development, Inc.
Resolution No. 12.19.23(01)-6
Authorizing Acceptance of the Independent Audit
of Palomar Health Development, Inc., for
Fiscal Year End 2023 as the Annual Report

TO: Palomar Health Development Board of Directors

MEETING DATE: Tuesday, December 19, 2023

FROM: Hubert U. King, Chief Financial Officer

Background: Palomar Health Development, Inc. (“Palomar Health Development”), in accordance with Article VII Section 7.09 of its Bylaws, is required to make available an Annual Report within 120 days after the close of the Corporation’s fiscal year. The Annual Report is to be accompanied by either the accountant’s certification if audited, or the certificate of an authorized officer of the Corporation if unaudited. The Annual Audited Financial Report for Fiscal Year End 2023—which will serve as the Annual Report—has been delayed for good and purposeful reasons.

The Annual Financial Report for Fiscal Year End 2023 (Audited) was prepared by Aldrich CPAs + Advisors, LLC, of San Diego, California (“Aldrich”). The report was presented to the Audit Committee of the Board at its meeting on Monday, November 27, 2023.

The Annual Financial Report for Fiscal Year End 2023 (Audited) is hereby presented to the Board of Palomar Health Development for consideration and acceptance as the Annual Report (*Addendum C*).

Budget Impact: N/A

COMMITTEE RECOMMENDATION: The Audit Committee recommended adoption of Resolution No. 12.19.23(01)-6 authorizing acceptance of the Independent Audit of Palomar Health Development, Inc., for Fiscal Year End 2023 as the Annual Report.

Motion:

Individual Action: X

Information:

Required Time:

RESOLUTION NO. 12.19.23(01)-6

**RESOLUTION OF THE BOARD OF DIRECTORS OF
PALOMAR HEALTH DEVELOPMENT, INC.
AUTHORIZING ACCEPTANCE OF THE INDEPENDENT AUDIT
OF THE ANNUAL FINANCIAL REPORT OF
PALOMAR HEALTH DEVELOPMENT, INC., FOR FISCAL YEAR END 2023
AS THE ANNUAL REPORT**

WHEREAS, Palomar Health Development, Inc. [**Palomar Health Development**] is required, pursuant to Section 54954 of the California Government Code and Article VII, Section 7.09 of the Amended and Restated Bylaws of Palomar Health Development, to pass a resolution accepting the Annual Report; and,

WHEREAS, no later than one hundred twenty (120) days after the close of the Corporation's fiscal year, the Corporation shall make available to each director an Annual Report in accordance with Section 6321 of the Law, which shall be accompanied by any report of independent accountants or, if there is no such accountant's report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation; and,

WHEREAS, it is understood that the Fiscal Year End 2023 Audit was delayed for good and purposeful reasons and, therefore, not completed within 120 days;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of Palomar Health Development that the Annual Financial Report for Fiscal Year End 2023 (Audited) of Palomar Health Development, Inc., a California Nonprofit Public Benefit Corporation, as augmented by the report of independent accountants of Aldrich CPAs + Advisors, LLC, of San Diego, California, as presented to the Board of Directors on December 19, 2023, *and adopted in the form attached hereto*, is hereby accepted as the Annual Report of Palomar Health Development.

PASSED AND ADOPTED at the meeting of the Board of Directors of Palomar Health Development held on December 19, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

DATED: December 19, 2023

APPROVED:

ATTESTED:

Terry Corrales, RN, Chairperson
Board of Directors
Palomar Health Development, Inc.

Linda C. Greer, RN, Secretary
Board of Directors
Palomar Health Development, Inc.

**Palomar Health Development, Inc.
Information Items**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: Both fiscal audits conducted this calendar year by the First 5 Commission on the two programs they fund (Healthy Development Services and First Steps) are attached.

Budget Impact:None.

STAFF RECOMMENDATION:

Motion:

Individual Action:

Information: X

Required Time:



COMMISSION MEMBERS

NATHAN FLETCHER – Chairman

SANDRA L. MCBRAYER – Vice Chair

RICK RICHARDSON – Secretary

NICK MACCHIONE – Commissioner

DR. WILMA J. WOOTEN – Commissioner

ALETHEA ARGUILEZ – Executive Director

March 1, 2023

Cynthia Linder, Program Manager
Palomar Health Development Inc., HDS-North Inland
456 East Grand Avenue
Escondido, CA 92025

RE: First 5 Commission of San Diego Fiscal Review for Contract No. 546245

Dear Ms. Linder:

On March 1, 2023, the First 5 Commission of San Diego completed a Fiscal Review of Palomar Health, HDS-North Inland Region. The Fiscal Review included examining, on a test basis, evidence supporting the amounts stated in the Fiscal Invoice Claim for the month of June 2022 to obtain reasonable assurance of compliance with Contract No. 546245.

The Fiscal Review involved limited tests of the financial records used to support the amounts submitted in the Fiscal Invoice Claim. The results of the Fiscal Review disclosed no instances of noncompliance under the terms of the agreement set forth in Contract No. 546245. The records presented were well maintained and substantiated the charges made to the First 5 Commission of San Diego under the contract agreement.

This report is intended solely for the information and use of the contractor and pertains exclusively to Contract No. 546245.

Sincerely,

MARCELINA REYES
Fiscal Manager

cc: Stephanie Escobar



COMMISSION MEMBERS

<VACANT> – Chairman

SANDRA L. MCBRAYER – Vice Chair

RICK RICHARDSON – Secretary

DR. ERIC McDONALD – Commissioner

DR. WILMA J. WOOTEN – Commissioner

ALETHEA ARGUILEZ – Executive Director

October 16, 2023

Cynthia Linder, Program Manager
Palomar Health Development Inc., HDS-North Inland
456 East Grand Avenue
Escondido, CA 92025

RE: First 5 Commission of San Diego Fiscal Review for Contract No. 546245

Dear Ms. Linder:

On October 16, 2023, the First 5 Commission of San Diego completed a Fiscal Review of Palomar Health, HDS-North Inland Region. The Fiscal Review included examining, on a test basis, evidence supporting the amounts stated in the Fiscal Invoice Claim for the month of June 2023 to obtain reasonable assurance of compliance with Contract No. 546245.

The Fiscal Review involved limited tests of the financial records used to support the amounts submitted in the Fiscal Invoice Claim. The results of the Fiscal Review disclosed no instances of noncompliance under the terms of the agreement set forth in Contract No. 546245. The records presented were well maintained and substantiated the charges made to the First 5 Commission of San Diego under the contract agreement.

This report is intended solely for the information and use of the contractor and pertains exclusively to Contract No. 546245.

Sincerely,

FORTUNE CHENG
Fiscal Manager

cc: Stephanie Escobar



COMMISSION MEMBERS

NATHAN FLETCHER – Chairman

SANDRA L. MCBRAYER – Vice Chair

RICK RICHARDSON – Secretary

NICK MACCHIONE – Commissioner

DR. WILMA J. WOOTEN – Commissioner

ALETHEA ARGUILEZ – Executive Director

February 15, 2023

Shirin Strauss, Program Manager
Palomar Health Development Inc., F5FS-North Region
240 South Hickory St. Ste. 301
Escondido, CA 92025

RE: First 5 Commission of San Diego Fiscal Review for Contract No. 545639

Dear Ms. Strauss:

On February 14, 2023 the First 5 Commission of San Diego completed a Fiscal Review of Palomar Health, F5FS-North Region. The Fiscal Review included examining, on a test basis, evidence supporting the amounts stated in the Fiscal Invoice Claim for the month of June 2022 to obtain reasonable assurance of compliance with Contract No. 545639.

The Fiscal Review involved limited tests of the financial records used to support the amounts submitted in the Fiscal Invoice Claim. The results of the Fiscal Review disclosed no instances of noncompliance under the terms of the agreement set forth in Contract No. 545639. The records presented were well maintained and substantiated the charges made to the First 5 Commission of San Diego under the contract agreement.

This report is intended solely for the information and use of the contractor and pertains exclusively to Contract No. 545639.

Sincerely,

MARCELINA REYES
Fiscal Manager

cc: Juanita Garcia



COMMISSION MEMBERS

<VACANT> – Chairman

SANDRA L. MCBRAYER – Vice Chair

RICK RICHARDSON – Secretary

DR. ERIC McDONALD – Commissioner

DR. WILMA J. WOOTEN – Commissioner

ALETHEA ARGUILEZ – Executive Director

October 13, 2023

Shirin Strauss, Program Manager
Palomar Health Development Inc., F5FS-North Region
240 South Hickory St. Ste. 301
Escondido, CA 92025

RE: First 5 Commission of San Diego Fiscal Review for Contract No. 545639

Dear Ms. Strauss:

On October 13, 2023 the First 5 Commission of San Diego completed a Fiscal Review of Palomar Health, F5FS-North Region. The Fiscal Review included examining, on a test basis, evidence supporting the amounts stated in the Fiscal Invoice Claim for the month of June 2023 to obtain reasonable assurance of compliance with Contract No. 545639.

The Fiscal Review involved limited tests of the financial records used to support the amounts submitted in the Fiscal Invoice Claim. The results of the Fiscal Review disclosed no instances of noncompliance under the terms of the agreement set forth in Contract No. 545639. The records presented were well maintained and substantiated the charges made to the First 5 Commission of San Diego under the contract agreement.

This report is intended solely for the information and use of the contractor and pertains exclusively to Contract No. 545639.

Sincerely,

FORTUNE CHENG
Fiscal Manager

cc: Juanita Garcia

**Palomar Health Development, Inc.
Financial Report for April 2023 & YTD FY2023
NO VOTE AT JUNE MEETING**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: At each regularly scheduled meeting of the Board of Directors of Health Development, the staff members provide the most recent financial report. At the June 2023 Board meeting, Aimee Ebner reviewed the April 2023 and YTD FY2023 Financial Reports. When finalizing the minutes from that meeting, it was discovered that a motion to approve had been overlooked, so that motion is being requested at this meeting. The report has been included as Addendum D.

Budget Impact: None.

STAFF RECOMMENDATION: Staff recommends that a motion to approve the April 2023 and YTD FY2023 Financial Reports as presented at the June 12, 2023, meeting, be made to close out the actions from this matter of old business.

Motion: X

Individual Action:

Information:

Required Time:

Board Follow-Ups

TO: Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: At the Board's request, a list of those items on which follow-up information has been requested is maintained, with items to remain on the list until each matter has been finalized.

12/12/2022

1. Director Greer requested that the number of people helped through the FHS grants be included in the materials presented to the PH Board's Community Relations Committee, for presentation to the full PH Board
 - a) This request has been forwarded to Michelle Shores for future action

6/12/2023

1. Ms. Shores will report to the Board at the December meeting the outcome of negotiations related to the loss of the subcontract with New Alternatives for services at Green Oaks Ranch
 - a) This information will be shared during the Grants discussion
2. It was requested that both fiscal audits from the First 5 Commission be forwarded to the PHD Board
 - a) Both fiscal audits conducted this calendar year by the First 5 Commission on the two programs (Healthy Development Services and First Steps) were included in this packet as "Information"
3. Director Greer requested that there be a recognition of the In-N-Out Foundation at a future PH Board meeting
 - a) That request has been forwarded to the PH Board's Executive Assistant with a request that she coordinate a date/time with Michelle Shores and Aimee Ebner

Budget Impact: N/A

STAFF RECOMMENDATION:

Motion:

Individual Action:

Information:

Required Time:

Board Meeting Minutes
Monday, June 6, 2022

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: The minutes of the Meeting of the Board held on Monday, June 6, 2022, are respectfully submitted for approval (*Addendum E*).

Budget Impact: N/A

STAFF RECOMMENDATION: Approval of the Monday, June 6, 2022, Board Meeting minutes.

Motion: X

Individual Action:

Information:

Required Time:

**Board Meeting Minutes
Monday, December 12, 2022**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: The minutes of the Meeting of the Board held on Monday, December 12, 2022, are respectfully submitted for approval (*Addendum F*).

Budget Impact: N/A

STAFF RECOMMENDATION: Approval of the Monday, December 12, 2022, Board Meeting minutes.

Motion: X

Individual Action:

Information:

Required Time:

Board Meeting Minutes
Monday, June 12, 2023

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: The minutes of the Meeting of the Board held on Monday, June 12, 2023, are respectfully submitted for approval (*Addendum G*).

Budget Impact: N/A

STAFF RECOMMENDATION: Approval of the Monday, June 12, 2023, Board Meeting minutes.

Motion: X

Individual Action:

Information:

Required Time:

EXECUTED, BUDGETED, ROUTINE PHYSICIAN AGREEMENTS

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Hubert U. King, Chief Financial Officer

Background: The following Executed, Budgeted, Routine Physician Agreement became effective as noted below:

PHYSICIAN/GROUP	TYPE OF AGREEMENT
July 2023	
<ul style="list-style-type: none"> • Byron Chow, MD. 	<ul style="list-style-type: none"> • Amendment 12 to the Medical Director Services Agreement for the First 5 First Steps Program
<ul style="list-style-type: none"> • Byron Chow, MD 	<ul style="list-style-type: none"> • Amendment 9 to the Medical Director Services Agreement for the First 5 Healthy Development Services Program

The standard Form A and Abstract Table for each agreement is included as Addendum H.

Staff Recommendation: Approval

COMMITTEE RECOMMENDATION: Staff recommends approval of the Executed, Budgeted, Routine Physician Agreements as presented.

Motion: X

Individual Action:

Information:

Required Time:

**Resolution No. 12.19.23(02)-7
Setting the Date for the Annual Organizational Meeting
for Calendar Year 2023**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Tanya Howell, Corporate Secretary

Background: The Bylaws of Palomar Health Development, Inc. {*ARTICLE IV, Section 4.03(a), amended January 7, 2015*} require that the Board pass a Resolution stating the date, time and location of the Board’s annual organizational meeting for the following calendar year.

The attached Resolution stating the date and time of the Board’s annual organizational meeting for calendar year 2024, to be held in the Linda Greer Conference Room at the Administrative Offices of Palomar Health, 2125 Citracado Parkway, Suite 300, Escondido, CA, has been drafted. The Board is requested to choose between the following dates and times.

DATE	PURPOSE OF MEETING	LOCATION
MONDAY JUNE 10, 2024 12:00–2:00 P.M.	Annual Organizational Meeting Fiscal Year 2024	Linda Greer Conference Room 2125 Citracado Parkway, Ste. 300 Escondido, CA
OR		
TUESDAY JUNE 18, 2024 12:30-2:30 P.M.	Annual Organizational Meeting Fiscal Year 2024	Linda Greer Conference Room 2125 Citracado Parkway, Ste. 300 Escondido, CA
OR		
FRIDAY JUNE 21, 2024 1:30-3:30 P.M.	Annual Organizational Meeting Fiscal Year 2024	Linda Greer Conference Room 2125 Citracado Parkway, Ste. 300 Escondido, CA

Budget Impact: N/A

STAFF RECOMMENDATION: Staff recommends that the Board set the date and time for the Board’s annual organizational meeting for Calendar Year 2024, with the location to be decided at a later date; and that the Board adopt Resolution No. 12.19.23(02)-7 after it has been amended to reflect the date and time chosen.

Motion:

Individual Action: X

Information:

RESOLUTION NO. 12.19.23(02)-7

**RESOLUTION OF THE BOARD OF DIRECTORS OF
PALOMAR HEALTH DEVELOPMENT, INC.
ESTABLISHING THE DATE, TIME AND LOCATION
FOR THE ANNUAL ORGANIZATIONAL MEETING
FOR CALENDAR YEAR 2024**

WHEREAS, Palomar Health Development, Inc. (“Corporation”) is required, pursuant to Section 54954 of the California Government Code and Section 4.03(a) of the Corporation’s Bylaws, to pass a Resolution adopting the date, time and location of the Annual Organizational Meeting for the following calendar year;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of Corporation that the Annual Organizational Meeting for Calendar Year 2024 will be held at the date, time and location noted below:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
DAY OF WEEK JUNE X, 2023	x:xx-x:xx P.M.	Linda Greer Conference Room 2125 Citracado Parkway, Ste. 300 Escondido, CA

PASSED AND ADOPTED at the meeting of the Board of Directors of Corporation held on December 19, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

DATED: December 19, 2023

APPROVED:

ATTESTED:

Terry Corrales, RN, Chairperson
Board of Directors
Palomar Health Development, Inc.

Linda C. Greer, RN, Secretary
Board of Directors
Palomar Health Development, Inc.

RESOLUTION NO. 12.19.23(03)-8 NAMING AUTHORIZED SIGNATORIES FOR BANKING ACCOUNTS & SETTING SIGNATURE AUTHORITY LIMITS

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Hubert U. King, Chief Financial Officer

Background: The Bylaws of Palomar Health Development, Inc. (“Palomar Health Development”) {*ARTICLE VII, Section 7.03, as amended January 27, 2015*} state that the Board shall determine which persons shall be authorized from time to time on the Corporation's behalf to sign checks, drafts, or other orders for payment of money; to sign acceptance notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments.

In February 2021, the Board designated in Resolution No. 02.05.21(03)-3 the following to sign checks, drafts, or other orders for payment of money on the Corporation’s behalf, said designations to be made by title:

- President, Corporation
- Chief Financial Officer, Corporation
- Vice President of Finance, Palomar Health

Further, Item 1) regarding signature authority limits in the above-referenced Resolution provided the following authorization:

- 1) The Vice President of Finance, Palomar Health, is authorized to provide a single signature for amounts ***below \$10,000.01***;

In August 2023, the Board of Palomar Health – the sole member of Palomar Health Development – increased the single signature amount for their banking accounts to provide that only one signature was required for amounts “***equal to \$20,000.00 and below***”; with a secondary signature requirement for amounts “***equal to \$20,000.01 and above***”.

Budget Impact: N/A

STAFF RECOMMENDATION: Staff recommends that the Board adopt Resolution No. 12.19.23(03)-8 Naming Authorized Signatories for Banking Accounts and Setting Signature Authority Limits with the changes outlined below:

- 1) No change to the authorized signatory titles
- 2) Rewording of the Resolution to more closely match that of the Palomar Health Resolution, including the increase for single signature authorization from \$10,000.00 to \$20,000.00

Motion:

Individual Action: **X**

Information:

Required Time:

RESOLUTION NO. 12.19.23(03)-8

**RESOLUTION OF THE BOARD OF DIRECTORS OF
PALOMAR HEALTH DEVELOPMENT, INC.
NAMING AUTHORIZED SIGNATORIES FOR BANKING ACCOUNTS &
SETTING SIGNATURE AUTHORITY LIMITS**

WHEREAS, the Board of Palomar Health Development, Inc., a 501(c)(3) corporation [the “Corporation”], desires to designate authorized signatories for the Corporation’s checking accounts;

NOW, THEREFORE, BE IT RESOLVED, that the following signatories for the accounts are hereby designated, which designation supersedes previous such resolutions:

President, Corporation
Chief Financial Officer, Corporation
Vice President of Finance, Palomar Health

AND, WHEREAS, the Board of the Corporation also desires to set signature authority limits for the Corporation’s checking accounts;

NOW, THEREFORE, BE IT RESOLVED, that the following limits are authorized:

- 1) The Vice President of Finance, Palomar Health, is authorized to provide a single signature for amounts **equal to and below \$20,000.00**; and,
- 2) Any amounts **exceeding \$20,000.01** will require dual signatures, unless they are signed by the President of the Corporation or the Chief Financial Officer of the Corporation, in which case a single signature shall suffice; and,
- 3) Amounts exceeding **\$249,999.00** shall require action by the Corporation’s Board.

PASSED AND ADOPTED at the Annual Meeting of the Board of Directors of Palomar Health Development, Inc., held on December 19, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

DATED: December 19, 2023

APPROVED:

Terry Corrales, RN, Chairperson
Board of Directors
Palomar Health Development, Inc.

ATTESTED:

Linda C. Greer, RN, Secretary
Board of Directors
Palomar Health Development, Inc.

ADDENDUM A

Grant Update

December 19, 2023

Current Grants

TITLE	GRANTOR	PURPOSE	AWARDED	FY24 FUNDS REMAINING	BEG/END DATE	UPDATES
Healthy Development Services (HDS)	First 5 Commission	To serve as lead agency for the North Inland Region to provide integrated care and treatment services that address the health, developmental and behavioral needs of children ages birth through 5 years	\$2,103,564 Renewed Annually *includes rollover of \$252,065 from FY23	\$1,513,540	07/01/23-06/30/24	*\$590,024 invoiced in FY24 (Jul23-Oct23) *\$63,723 overhead received in FY24 *Overhead budget of \$227,967 for FY24
First 5 First Steps	First 5 Commission	To provide a comprehensive, community-based Targeted at Risk Home Visiting project for the North Inland/North Coastal regions using the Healthy Families America (HFA) and Parents As Teachers (PAT) nationally-recognized evidence-based models. Palomar Health leads this project and provides education, resources and support through direct home visiting services, parenting workshops, and special events for children and families.	\$890,472 Renewed Annually *includes rollover of \$35,298 from FY23	\$616,326	07/01/23-06/30/24	*\$274,146 invoiced in FY24 (Jul23-Oct23) *\$27,251 overhead received in FY24 *Overhead budget is \$91,831 for FY24
CalWORKs Home Visiting Program	County of San Diego HHSA	To provide direct home visiting services to North Inland/North Coastal families who are enrolled in CalWORKs (the California Work Opportunities and Responsibility to Kids program).	\$615,546 Renewed Annually	\$443,510	07/01/23-06/30/24	*\$172,036 invoiced in FY24 (Jul23-Oct23) *\$21,286 overhead received in FY24 *Overhead budget is \$70,751 for FY24

Current Grants

TITLE	GRANTOR	PURPOSE	AWARDED	FY24 FUNDS REMAINING	BEG/END DATE	UPDATES
Victim Services Fund	San Diego County Sheriff's Department	To provide forensic medical exams on an on-call basis for victims in San Diego County.	\$250,000 Multi-Year Award	\$128,550	7/1/23 – 12/31/23	*\$121,450 invoiced in FY24 (Jul23-Oct23) *Reimbursement rate of \$1,200 per initial exam for up to 443 exams. \$550 per follow-up exam for up to 114 exams.
In-N-Out Burger Child Abuse Prevention Project	In-N-Out Burger Foundation	To provide funding for SART/Child Abuse Program community education and bilingual interviewing at the center. Funds to be used to provide follow-up with families and children who have been through counseling.	\$80,000 Multi-Year Award \$7K awarded Nov 2023	\$7,000	7/1/23 – 6/30/24	*\$7K was awarded in Nov 2023 *Additional \$14,412 remains from prior year awards *2024 grant application was submitted on 6/1. Award notification is typically received in Nov/Dec.

Expired Grants

TITLE	GRANTOR	PURPOSE	AWARDED	FY24 FUNDS REMAINING	BEG/END DATE	UPDATES
Bioterrorism/ Emergency Preparedness	County of San Diego, Health & Human Agency	To enhance San Diego's Emergency Preparedness by utilizing HPP funding to purchase priority equipment and supplies including evacuation equipment, interoperable communications equipment, and surge capacity for pandemic influenza and fatality management.	\$1,625,483 Multi-Year Award July 2005 – June 2019	\$0	5/25/05-6/30/19	*\$32,000 currently remains in fund
Marjorie Mosher Schmidt Foundation - Child Abuse Program	Marjorie Mosher Schmidt Foundation	To provide funds for Nurse education as well as forensic imaging equipment.	\$27,000 Multi-Year Award Dec 2009 – Dec 2012	\$0	12/14/09	*\$829 currently remains in fund *Additional funding is not expected at this time
Green Oaks Ranch	New Alternatives, Inc.	Provides an intake center for assessment and placement of abused, neglected, and/or abandoned children taken into immediate protective custody by Law Enforcement Officers and/or Health & Human Services Agency Social Workers.	\$157,000 per calendar year Termed 6/30/2023	\$0	1/1/23-6/30/23	

ADDENDUM B

Financial Performance

Fiscal Year 2023 - June 2023

Fiscal Year 2024 – October 2023

December 19, 2023

Combined Balance Sheet For the Year Ended June 30, 2023

	<u>Palomar Health Development, Inc.</u>	<u>Research Institute</u>	<u>Total</u>
Assets			
Cash			
Cash in Bank - Operating	1,762,600	0	1,762,600
Cash in Bank-Money Market	306,685	0	306,685
Total Cash	2,069,285	0	2,069,285
Receivables			
Accounts Receivable - Customer	0	0	0
Interfund Receivable	57,031	0	57,031
Total Receivables	57,031	0	57,031
Prepaid Services			
Prepaid Service Contracts	3,348	0	3,348
Total Prepaid Services	3,348	0	3,348
Software License	12,230	2,779	15,008
Accumulated Amortization	(12,230)	(2,779)	(15,008)
Total Assets	\$ 2,129,664	\$ 0	\$ 2,129,664
Liabilities & Fund Balance			
Payables			
Accounts Payable - Customer	14,050	0	14,050
Total Payables	14,050	0	14,050
Note Payable - PPH			
Note Payable - PPH	913,167	872,732	1,785,899
Note Payable - Current Portion	120,000	0	120,000
Note Payable - Debt Discount	(169,253)	0	(169,253)
Total Note Payable - PPH	863,914	872,732	1,736,646
Fund Balance	1,033,956	(872,732)	161,224
Excess Revenue over Expenditures	217,744	0	217,744
Total Liabilities & Fund Balance	\$ 2,129,664	\$ 0	\$ 2,129,664

Income Statement

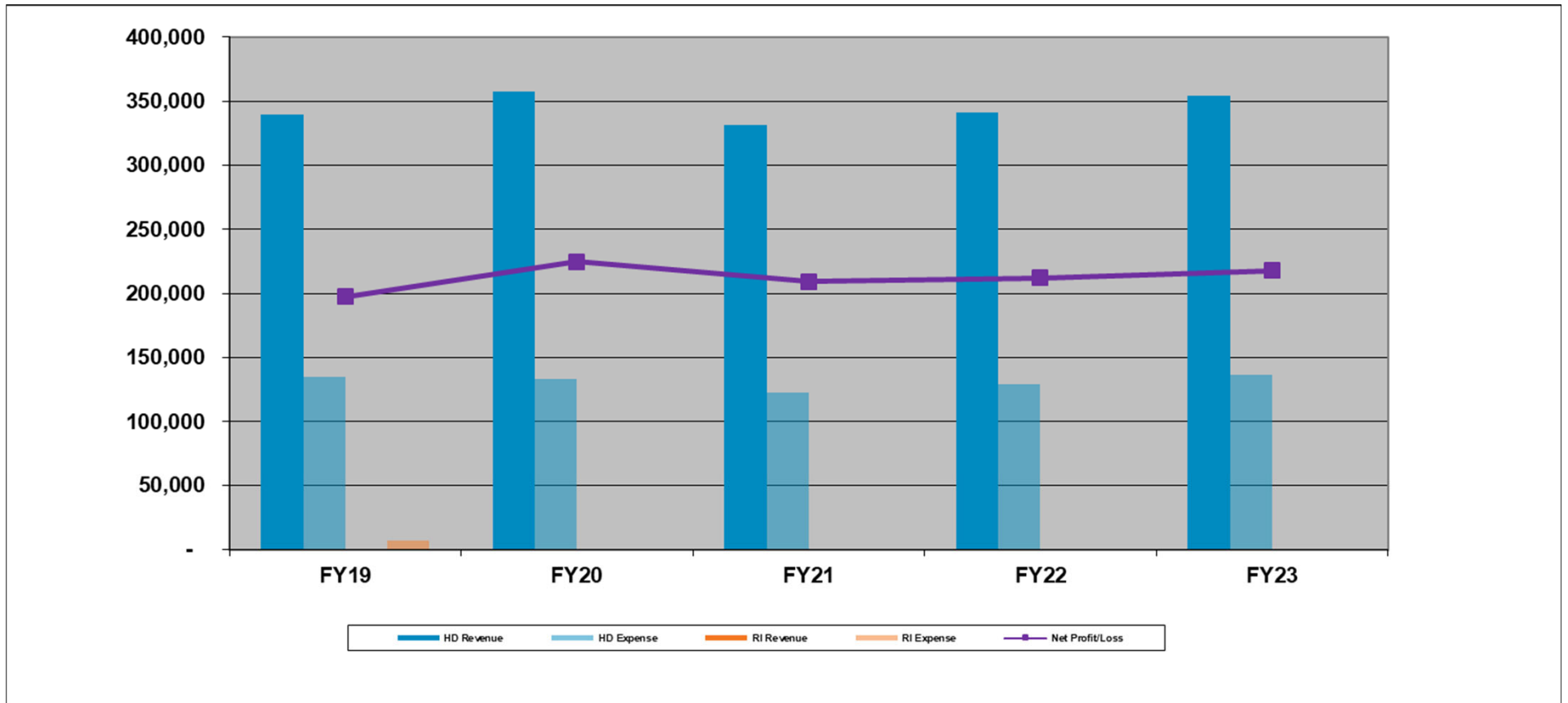
For the Year Ended June 30, 2023

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget Variance YTD</u>
Revenue and Support			
Grants and Contracts			
Revenue - Grants/Contracts	341,666	330,000	11,666
Revenue - Other	12,526	120	12,406
Total Revenue	<u>\$ 354,192</u>	<u>\$ 330,120</u>	<u>\$ 24,072</u>
Expense			
Accounting Fees	18,525	18,000	(525)
Consulting Fees	42,000	36,000	(6,000)
Supplies Hospitality	0	400	400
Repair & Maintenance	4,786	4,971	185
Purchased Services Other	5	20	15
Interest	68,636	68,636	0
Insurance	1,404	1,404	0
License Fees	200	200	0
Other Direct Expense	893	0	(893)
Total Expenses	<u>\$ 136,448</u>	<u>\$ 129,631</u>	<u>\$ (6,817)</u>
Change in Net Assets	<u><u>\$ 217,744</u></u>	<u><u>\$ 200,489</u></u>	<u><u>\$ 17,255</u></u>

* No activity for Research Institute during the year ended June 30, 2023

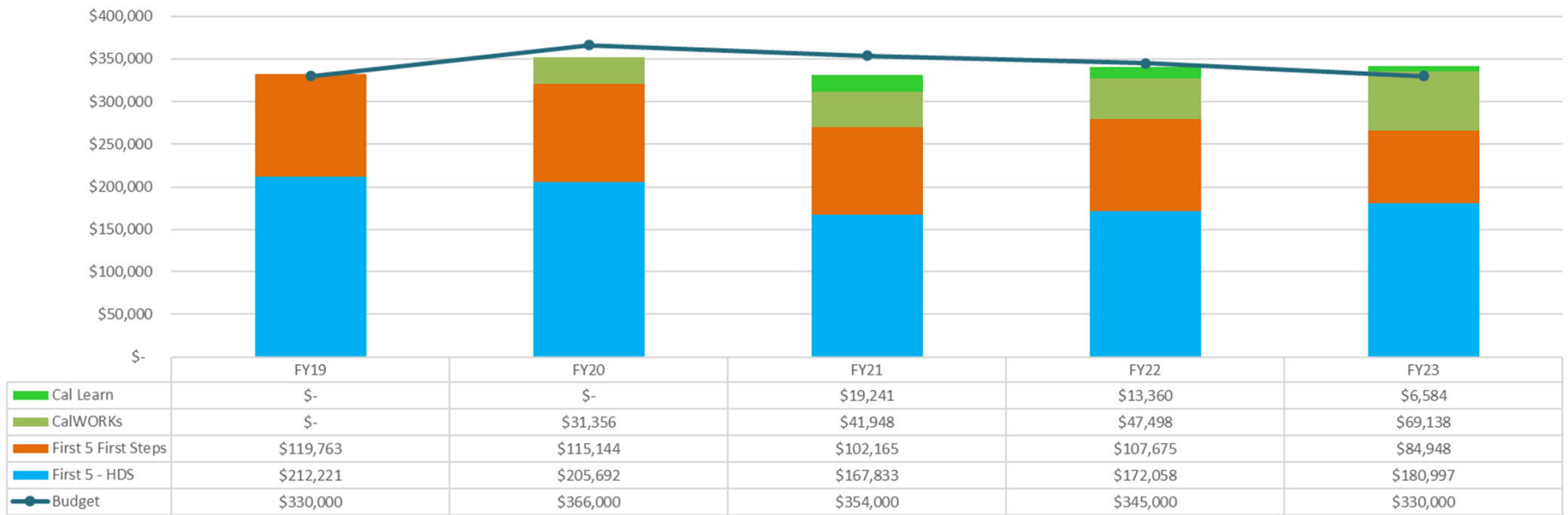
Financial Trend

FY 2019 - FY 2023



Indirect Revenue Sources

FY 2019 – FY 2023



Combined Balance Sheet For the Period Ending October 31, 2023

	Palomar Health Development, Inc.	Research Institute	Total
Assets			
Cash			
Cash in Bank - Operating	1,853,978	-	1,853,978
Cash in Bank-Money Market	312,658	-	312,658
Total Cash	<u>2,166,636</u>	<u>-</u>	<u>2,166,636</u>
Receivables			
Interfund Receivable	36,870	-	36,870
Total Receivables	<u>36,870</u>	<u>-</u>	<u>36,870</u>
Prepaid Services			
Prepaid Service Contracts	1,674	-	1,674
Total Prepaid Services	<u>1,674</u>	<u>-</u>	<u>1,674</u>
Software License	12,230	2,779	15,008
Accumulated Amortization	(12,230)	(2,779)	(15,008)
Total Assets	<u>\$ 2,205,180</u>	<u>\$ 0</u>	<u>\$ 2,205,180</u>
Liabilities & Fund Balance			
Payables			
Accounts Payable - Customer	32,000	-	32,000
Total Payables	<u>32,000</u>	<u>-</u>	<u>32,000</u>
Note Payable - PPH			
Note Payable - PPH	873,167	872,732	1,745,899
Note Payable - Current Portion	120,000	-	120,000
Note Payable - Debt Discount	(146,752)	-	(146,752)
Total Note Payable - PPH	<u>846,415</u>	<u>872,732</u>	<u>1,719,147</u>
Fund Balance	1,251,700	(872,732)	378,968
Excess Revenue over Expenditures	75,064	-	75,064
Total Liabilities & Fund Balance	<u>\$ 2,205,180</u>	<u>\$ 0</u>	<u>\$ 2,205,180</u>

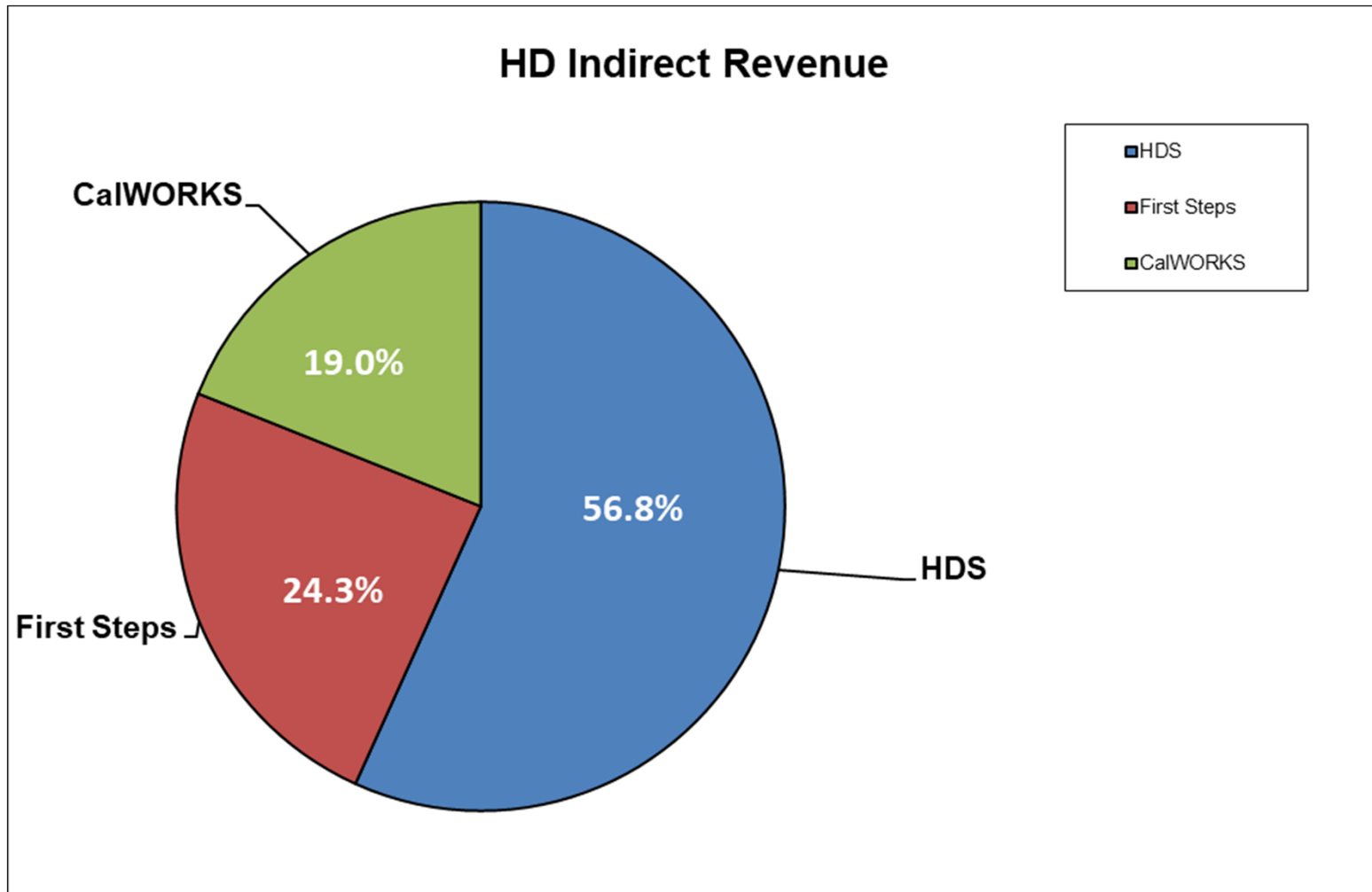
Income Statement

For the Period Ending October 31, 2023

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget Variance YTD</u>
Revenue and Support			
Grants and Contracts			
Revenue - Grants/Contracts	112,260	130,000	(17,740)
Revenue - Other	5,973	3,000	2,973
Total Revenue	\$ 118,234	\$ 133,000	\$ (14,766)
Expense			
Accounting Fees	5,000	6,667	1,667
Consulting Fees	14,000	14,000	0
Supplies Hospitality	0	133	133
Repair & Maintenance	1,674	1,713	39
Purchased Services Other	0	0	0
Interest	22,501	22,501	0
Insurance	0	468	468
License Fees	0	67	67
Other Direct Expense	(6)	7	13
Total Expenses	\$ 43,169	\$ 45,556	\$ 2,386
Change in Net Assets	\$ 75,064	\$ 87,444	\$ (12,380)

* No activity for Research Institute during period ending October 31, 2023

October 2023 FYTD Indirect Revenue Sources



ADDENDUM C

Palomar Health Development, Inc.

Report to the Board of Directors

Year Ended June 30, 2023



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MANAGEMENT REPRESENTATION LETTER	5

To assist you in your responsibilities as a member of the Board of Directors, this section summarizes the most significant conclusions reached and issues addressed during our audit of Palomar Health Development, Inc. for the year ended June 30, 2023.

Significant Conclusions and Issues

We have completed our audit and have issued our report dated December 7, 2023. Based on our work performed:

- Our audit scope was in accordance with our engagement letter dated August 15, 2023.
- We rendered an unmodified opinion on the June 30, 2023 financial statements.
- We did not identify conditions which we consider to be material weaknesses in internal controls.
- Audit areas designated as greater than normal risk have been addressed and resolved to our satisfaction, in the context of the overall fairness of the presentation of the financial statements.
- We received the full cooperation of management and staff throughout the audit and were kept informed as to developments and plans affecting our audit scope.

The following report includes required communications and additional information for the benefit of the Board of Directors.

December 7, 2023

To the Board of Directors
Palomar Health Development, Inc.

In planning and performing our audit of the financial statements of Palomar Health Development, Inc. (Organization) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Board of Directors and management of Palomar Health Development, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Aldrich CPAs + Advisors LLP

Aldrich CPAs + Advisors LLP

December 7, 2023

To the Board of Directors
Palomar Health Development, Inc.

We have audited the financial statements of Palomar Health Development, Inc. (Organization) as of and for the year ended June 30, 2023, and have issued our report thereon dated December 7, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 15, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant policies used by the Organization are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are:

Management's estimate for the allowance for doubtful accounts. It is the policy of management to review the outstanding receivables at year end, as well as bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. Management believes all receivables are fully collectible. Therefore, no allowance for doubtful accounts is considered necessary.

Management's estimate of the allocation of functional expenses is based on appropriate assumptions. We evaluated the key factors and assumptions used to develop the assumptions related to the allocation of functional expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are Note 3 and Note 4 to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 7, 2023. A copy of that letter is included in this report for your reference.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Palomar Health Development, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Aldrich CPAs + Advisors LLP

Aldrich CPAs + Advisors



December 7, 2023

Aldrich CPAs + Advisors LLP
1903 Wright Place Ste 180
Carlsbad, CA 92008

This representation letter is provided in connection with your audit of the financial statements of Palomar Health Development Inc., which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 7, 2023, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 15, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Significant estimates and material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 16) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the names of all of the Organization's related parties and all the related-party relationships and transactions, including any side agreements.
- 19) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 20) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 21) Palomar Health Development, Inc. is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

- 22) In regard to the tax services and any other nonattest services performed by you, we have –
- a) Assumed all management responsibilities.
 - b) Designated senior management who has suitable skill, knowledge, or experiences to oversee the services.
 - c) Evaluated the adequacy and results of the services performed.
 - d) Accepted responsibility for the results of the services.

Signature: _____
Hugh King
Chief Financial Officer

DocuSigned by:
Hugh King
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Signature: _____
Melissa Wallace
VP of Finance for Palomar Health

DocuSigned by:
Melissa Wallace
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Palomar Health Development, Inc.

Financial Statements

Years Ended June 30, 2023 and 2022



PALOMAR HEALTH DEVELOPMENT, INC.

Financial Statements

Years Ended June 30, 2023 and 2022

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Statements of Activities	4
Statements of Functional Expenses	6
Statements of Cash Flows	8
Notes to Financial Statements	9

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Palomar Health Development, Inc.
Escondido, California

Opinion

We have audited the accompanying financial statements of Palomar Health Development, Inc. (a nonprofit Organization), which comprise the statements of financial position as of June 30, 2023 and 2022, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Palomar Health Development, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Palomar Health Development, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis-of-Matter Regarding Economic Dependency

Palomar Health Development, Inc. was formed to support Palomar Health (PH) and the financial activity between the two organizations is significant. Palomar Health Development, Inc. is economically dependent on PH. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Palomar Health Development, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

INDEPENDENT AUDITOR'S REPORT, CONTINUED

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Palomar Health Development, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Palomar Health Development, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Aldrich CPAs + Advisors LLP

Carlsbad, California
December 7, 2023

PALOMAR HEALTH DEVELOPMENT, INC.

Statements of Financial Position

June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
ASSETS		
Current Assets:		
Cash	\$ 2,267,634	\$ 1,999,815
Grants receivable	600,886	793,194
Prepaid expenses	<u>3,347</u>	<u>3,111</u>
Total Assets	<u>\$ 2,871,867</u>	<u>\$ 2,796,120</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Line of credit - Palomar Health	\$ 1,736,646	\$ 1,788,010
Accounts payable - Palomar Health	706,576	756,187
Accounts payable - other	<u>2,437</u>	<u>2,970</u>
Total Liabilities	2,445,659	2,547,167
Net Assets:		
Without donor restrictions	241,250	2,359
With donor restrictions	<u>184,958</u>	<u>246,594</u>
Total Net Assets	<u>426,208</u>	<u>248,953</u>
Total Liabilities and Net Assets	<u>\$ 2,871,867</u>	<u>\$ 2,796,120</u>

PALOMAR HEALTH DEVELOPMENT, INC.**Statement of Activities**

Year Ended June 30, 2023

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenue and Support:			
Grant revenue	\$ 3,644,244	\$ 7,000	\$ 3,651,244
Other income	12,527	-	12,527
Net assets released from restrictions:			
Satisfaction of time restrictions	<u>68,636</u>	<u>(68,636)</u>	<u>-</u>
Total Revenue and Support	3,725,407	(61,636)	3,663,771
Expenses:			
Program services	3,008,600	-	3,008,600
General and administrative	<u>477,916</u>	<u>-</u>	<u>477,916</u>
Total Expenses	<u>3,486,516</u>	<u>-</u>	<u>3,486,516</u>
Changes in Net Assets	238,891	(61,636)	177,255
Net Assets, beginning	<u>2,359</u>	<u>246,594</u>	<u>248,953</u>
Net Assets, ending	<u>\$ 241,250</u>	<u>\$ 184,958</u>	<u>\$ 426,208</u>

See accompanying notes to financial statements.

PALOMAR HEALTH DEVELOPMENT, INC.**Statement of Activities**

Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Support:			
Grant revenue	\$ 3,603,141	\$ -	\$ 3,603,141
Other income	610	-	610
Net assets released from restrictions:			
Satisfaction of time restrictions	<u>70,291</u>	<u>(70,291)</u>	<u>-</u>
Total Revenue and Support	3,674,042	(70,291)	3,603,751
Expenses:			
Program services	2,946,043	-	2,946,043
General and administrative	<u>469,299</u>	<u>-</u>	<u>469,299</u>
Total Expenses	<u>3,415,342</u>	<u>-</u>	<u>3,415,342</u>
Changes in Net Assets	258,700	(70,291)	188,409
Net Assets (Deficit), beginning	<u>(256,341)</u>	<u>316,885</u>	<u>60,544</u>
Net Assets, ending	<u>\$ 2,359</u>	<u>\$ 246,594</u>	<u>\$ 248,953</u>

PALOMAR HEALTH DEVELOPMENT, INC.**Statement of Functional Expenses**

Year Ended June 30, 2023

	Program Services	General and Administrative	Total
Salaries and wages	\$ 1,662,418	\$ 262,820	\$ 1,925,238
Employee benefits	447,399	78,846	526,245
Professional fees	297,194	18,525	315,719
Purchased services	256,957	5	256,962
Emergency needs for clients	113,214	-	113,214
Building rent	83,744	-	83,744
Interest	-	68,636	68,636
Parent Activities	43,478	-	43,478
Consulting fees	-	42,000	42,000
Incentives	23,553	-	23,553
Travel	16,137	-	16,137
Supplies	15,493	-	15,493
Training	13,509	-	13,509
License fees	10,769	-	10,769
Utilities	8,972	-	8,972
Other	3,945	2,298	6,243
Dues and subscriptions	5,300	-	5,300
Minor Equipment	4,955	-	4,955
Repairs and maintenance	-	4,786	4,786
Equipment rent	1,563	-	1,563
	<u>\$ 3,008,600</u>	<u>\$ 477,916</u>	<u>\$ 3,486,516</u>

See accompanying notes to financial statements.

PALOMAR HEALTH DEVELOPMENT, INC.

Statement of Functional Expenses

Year Ended June 30, 2022

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total</u>
Salaries and wages	\$ 1,686,342	\$ 261,993	\$ 1,948,335
Employee benefits	445,389	78,598	523,987
Professional fees	321,491	16,000	337,491
Purchased services	271,656	-	271,656
Interest	-	70,291	70,291
Building rent	68,421	-	68,421
Consulting fees	-	36,000	36,000
Supplies	31,074	338	31,412
Emergency needs for clients	29,464	-	29,464
Other	13,363	1,602	14,965
Incentives	14,116	-	14,116
Repairs and maintenance	9,055	4,477	13,532
Training	13,527	-	13,527
Travel	12,631	-	12,631
License fees	10,293	-	10,293
Utilities	8,987	-	8,987
Dues and subscriptions	5,565	-	5,565
Equipment rent	4,669	-	4,669
	<u>\$ 2,946,043</u>	<u>\$ 469,299</u>	<u>\$ 3,415,342</u>

See accompanying notes to financial statements.

PALOMAR HEALTH DEVELOPMENT, INC.**Statements of Cash Flows**

Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities:		
Changes in net assets	\$ 177,255	\$ 188,409
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Line of credit discount - Palomar Health	68,636	70,291
Changes in operating assets and liabilities:		
Grants receivable	192,308	(143,218)
Prepaid expenses	(236)	(189)
Accounts payable - Palomar Health	(49,611)	174,676
Accounts payable - other	(533)	970
Net Cash Provided by Operating Activities	<u>387,819</u>	<u>290,939</u>
Cash Flows Used by Financing Activities:		
Net activity on line of credit - Palomar Health	<u>(120,000)</u>	<u>(120,001)</u>
Net Increase in Cash	267,819	170,938
Cash, beginning	<u>1,999,815</u>	<u>1,828,877</u>
Cash, ending	<u>\$ 2,267,634</u>	<u>\$ 1,999,815</u>
Supplemental Disclosures of Noncash Financing Activities:		
Interest relieved from restrictions as contribution	<u>\$ 68,636</u>	<u>\$ 70,291</u>

See accompanying notes to financial statements.

PALOMAR HEALTH DEVELOPMENT, INC.

Notes to Financial Statements

Years Ended June 30, 2023 and 2022

Note 1 - Organization and Summary of Significant Accounting Policies

Nature of Activities

Palomar Health Development, Inc. (Organization) is a California charitable nonprofit public benefit corporation organized in January 2005 to support Palomar Health (PH), a California local health care district, by acquiring grant funding.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Financial Statement Presentation

The financial statements of the Organization have been prepared in accordance with GAAP, which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose allowable under Internal Revenue Code sections 501(c)(3) in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

The Organization did not have any donor restrictions that were perpetual in nature for the years ended June 30, 2023 and 2022. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Fair Value Measurements

The Organization defines fair value as the exchange price that would be received for an asset or paid for a liability in the principal or most advantageous market. The Organization applies fair value measurements to assets and liabilities that are required to be recorded at fair value under GAAP. Fair value measurement techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

The carrying value of cash, receivables, and payables approximate fair values as of June 30, 2023 and 2022, due to the relative short maturities of these instruments.

Grants Receivable

Grants receivable arise in the normal course of business. It is the policy of management to review the outstanding receivables at year end, as well as the bad debt write-offs experienced in the past, and establish an allowance for doubtful accounts for uncollectible amounts. Management believes all receivables are fully collectible. Therefore, no allowance for doubtful accounts is considered necessary.

Grant Revenue

Grant revenues for the Organization primarily consist of fee-for-service contracts and grants awarded by governmental agencies. Revenue for grants with conditions is recorded when the conditions are met, which is typically when services are performed.

PALOMAR HEALTH DEVELOPMENT, INC.

Notes to Financial Statements

Years Ended June 30, 2023 and 2022

Note 1 - Organization and Summary of Significant Accounting Policies, continued

Revenue Recognition

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Functional Expense Allocations

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. These expenses are reported on a reasonable basis that is consistently applied. Indirect expenses are allocated to salaries and benefits to the program they relate to. All other expenses are broken out by accounts and can be directly charged to the appropriate function based upon actual expenses and time and effort.

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. The Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Internal Revenue Code. The Organization may be subject to tax on income which is not related to its exempt purpose. For the years ended June 30, 2023 and 2022, no such unrelated business income was reported and, therefore, no provision for income taxes has been made.

The Organization has considered the tax positions taken in its tax returns and believes that all of the positions taken by the Organization in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination.

Subsequent Events

The Organization has evaluated subsequent events through December 7, 2023, which is the date the financial statements were available to be issued.

Note 2 - Concentrations of Credit Risk

Cash

The Organization maintains cash accounts at various financial institutions. The balances at times may exceed Federal Deposit Insurance Corporation (FDIC) limits. Accounts at each financial institution are insured by the FDIC up to \$250,000.

Grant Revenue

The Organization and the First 5 Commission of San Diego (Commission) entered into an agreement to provide health development services for children birth through five years of age. The contract term is through June 30, 2025. The Healthy Development Services Program, funded by the Commission, provided 45% and 43% of the Organization's grant revenue for the years ended June 30, 2023 and 2022, respectively, and 62% and 43% of the Organization's grants receivable at June 30, 2023 and 2022, respectively.

The Organization and the Commission entered into an agreement to provide targeted home visiting initiative services. The contract term is through June 30, 2025. The First Five First Steps, funded by the Commission, provided 40% and 41% of the Organization's grant revenue for the years ended June 30, 2023 and 2022, respectively, and 25% and 31% of the Organization's grants receivable at June 30, 2023 and 2022, respectively.

The Organization and the San Diego County Sherriff's Department (the Department) entered into an agreement to provide victim services. The contract term is through June 30, 2023. The Victim Services Program, funded by the Department, was 9% of the Organization's grants receivable at June 30, 2023.

PALOMAR HEALTH DEVELOPMENT, INC.

Notes to Financial Statements

Years Ended June 30, 2023 and 2022

Note 2 - Concentrations of Credit Risk, continued

Economic Dependency

The Organization is economically dependent on PH.

Note 3 - Liquidity and Availability of Resources

The Organization does not typically receive significant donations of restricted cash or other assets requiring long-term (more than 12 months) management practices. Grants awarded or restricted donations are typically current activities and such awards are consumed within the current fiscal period for the intended purpose or are received as reimbursements after approved expenditures are documented.

The Organization has a \$3,400,000 credit line from PH to support general operations as needed. Financial statements and cash needs are reviewed periodically by the Organization's board of directors and (if necessary) draw requests are reviewed for approval. At June 30, 2023, the available credit limit on the line of credit is approximately \$1,600,000. The Organization made payments of \$120,000 on the credit line during the fiscal year, net of reimbursements to PH for program expenses initially funded by PH.

The Organization's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	<u>2023</u>	<u>2022</u>
Cash	\$ 2,267,634	\$ 1,999,815
Grants receivable	<u>600,886</u>	<u>793,194</u>
Total financial assets	2,868,520	2,793,009
Less amounts not available to be used within one year:		
Restricted by donor with purpose restrictions	<u>(15,706)</u>	<u>(8,706)</u>
Financial assets available to meet cash needs for general expenditures within one year	\$ <u>2,852,814</u>	\$ <u>2,784,303</u>

Note 4 - Net Assets

Net assets with donor restrictions are available for the following purposes at June 30:

	<u>2023</u>	<u>2022</u>
Interest on note payable to PH	\$ 169,252	\$ 237,888
Child Sexual Abuse Program	14,877	7,877
Sexual Assault Response Team Staff Ed.	<u>829</u>	<u>829</u>
	\$ <u>184,958</u>	\$ <u>246,594</u>

Net assets were released from donor restrictions by incurring expenses to satisfy program restriction or passage of time. For the years ended June 30, 2023 and 2022, interest on the note payable to PH of \$68,636 and \$70,291 were released from donor restrictions, respectively.

PALOMAR HEALTH DEVELOPMENT, INC.

Notes to Financial Statements

Years Ended June 30, 2023 and 2022

Note 5 - Related Party Transactions

Financial and Accounting Services Agreement

The Organization has a financial and accounting service agreement with PH. Under the agreement, PH provides managerial, administrative, financial, and accounting services to the Organization. The value of services provided by PH is reimbursed by the Organization and included in accounts payable. The reimbursed expenses included all payroll services as well as other expenses. The amount of expenses reimbursed by the Organization to PH during the years then ended June 30, 2023 and 2022, were \$3,516,254 and \$3,451,219, respectively. At June 30, 2023 and 2022, the amount due to PH was \$706,576 and \$756,187, respectively.

Note Payable and Line of Credit

The Organization has a note payable from PH that expires on January 25, 2026. The line of credit is interest-free, 60 payments of \$10,000 are due monthly, and a balloon payment is due on January 24, 2026. At June 30, 2023 and 2022, the amount due to PH related to this agreement was \$1,736,646 and \$1,788,010, respectively. The Organization recorded a contribution and a discount for the imputed interest using the rate of 3.28% (line of credit rate at expiration). Imputed interest expense of \$68,636 and \$70,291 is reported in the statements of activities for the years ended June 30, 2023 and 2022, respectively. The unamortized discount for this agreement was \$169,253 and \$237,888, for the years ended June 30, 2023 and 2022, respectively.

The line of credit is secured by substantially all the Organization's assets.

Note 6 - Operating Lease

The Organization reimburses PH for building space related to the First 5 program. There is no formal lease agreement and the activity is structured on a month-to-month basis. Rent expense was \$83,744 and \$68,421 for the years ended June 30, 2023 and 2022, respectively.

ADDENDUM D

Financial Performance

Fiscal Year 2023 – April 2023

June 12, 2023

Combined Balance Sheet For the Period Ending April 30, 2023

	Palomar Health Development, Inc.	Research Institute	Total
Assets			
Cash			
Cash in Bank - Operating	1,752,795	-	1,752,795
Cash in Bank-Money Market	303,264	-	303,264
Total Cash	<u>2,056,059</u>	<u>-</u>	<u>2,056,059</u>
Receivables			
Interfund Receivable	23,000	-	23,000
Total Receivables	<u>23,000</u>	<u>-</u>	<u>23,000</u>
Prepaid Services			
Prepaid Service Contracts	4,185	-	4,185
Total Prepaid Services	<u>4,185</u>	<u>-</u>	<u>4,185</u>
Software License	12,230	2,779	15,008
Accumulated Amortization	(12,230)	(2,779)	(15,008)
Total Assets	<u>\$ 2,083,244</u>	<u>\$ -</u>	<u>\$ 2,083,244</u>
Liabilities & Fund Balance			
Payables			
Accounts Payable - Customer	13,500	-	13,500
Total Payables	<u>13,500</u>	<u>-</u>	<u>13,500</u>
Note Payable - PPH			
Note Payable - PPH	933,167	872,732	1,805,899
Note Payable - Current Portion	120,000	-	120,000
Note Payable - Debt Discount	(180,575)	-	(180,575)
Total Note Payable - PPH	<u>872,592</u>	<u>872,732</u>	<u>1,745,324</u>
Fund Balance	1,033,956	(872,732)	161,224
Excess Revenue over Expenditures	163,196	-	163,196
Total Liabilities & Fund Balance	<u>\$ 2,083,244</u>	<u>\$ -</u>	<u>\$ 2,083,244</u>

Income Statement

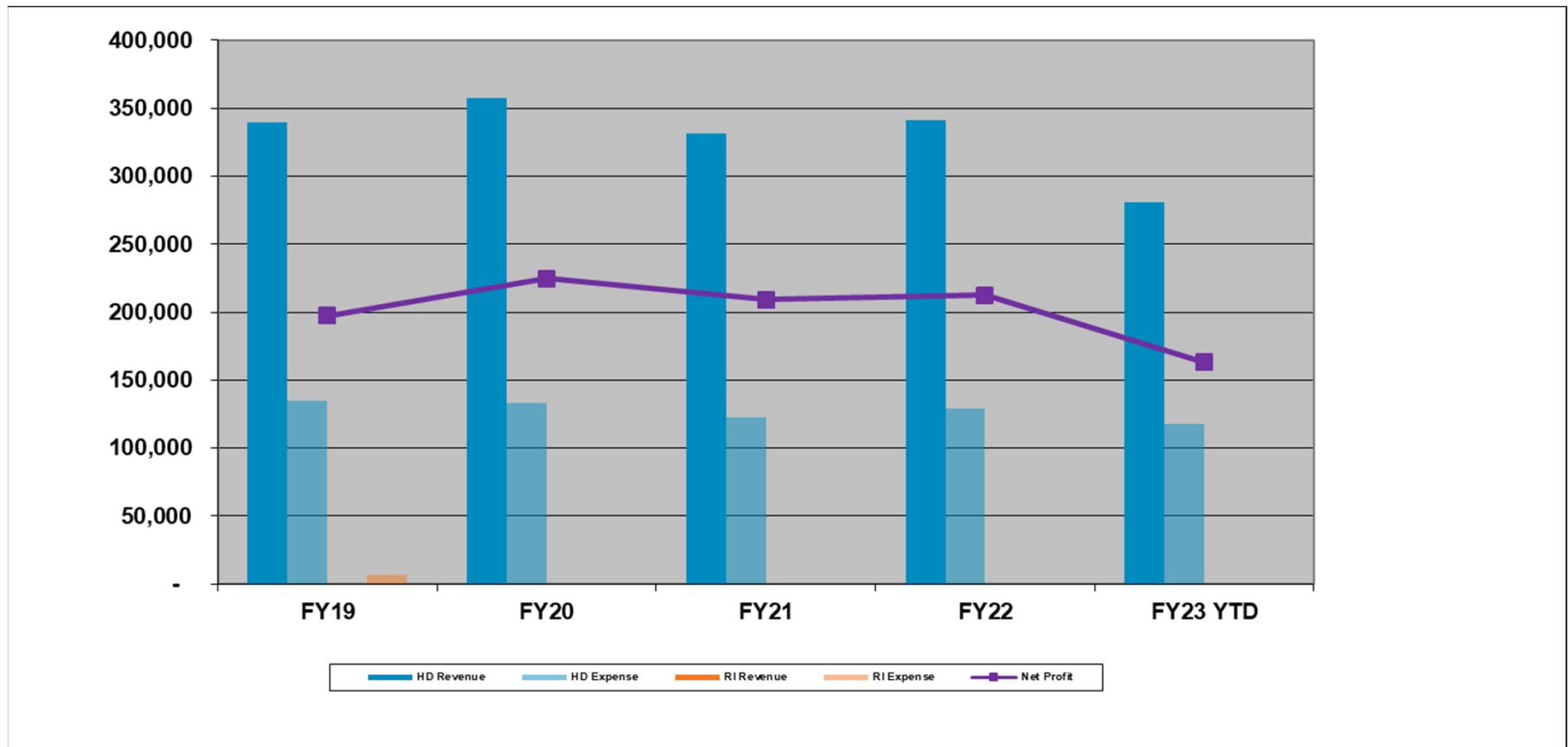
For the Period Ending April 30, 2023

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget Variance YTD</u>
Revenue and Support			
Grants and Contracts			
Revenue - Grants/Contracts	270,766	275,000	(4,234)
Revenue - Other	9,723	100	9,623
Total Revenue	\$ 280,489	\$ 275,100	\$ 5,389
Expense			
Accounting Fees	18,525	15,000	(3,525)
Consulting Fees	35,000	30,000	(5,000)
Supplies Hospitality	0	333	333
Repair & Maintenance	3,949	4,142	194
Purchased Services Other	5	17	12
Interest	57,314	57,314	0
Insurance	1,404	1,170	(234)
License Fees	200	167	(33)
Other Direct Expense	897	0	(897)
Total Expenses	\$ 117,293	\$ 108,143	\$ (9,150)
Change in Net Assets	\$ 163,196	\$ 166,957	\$ (3,761)

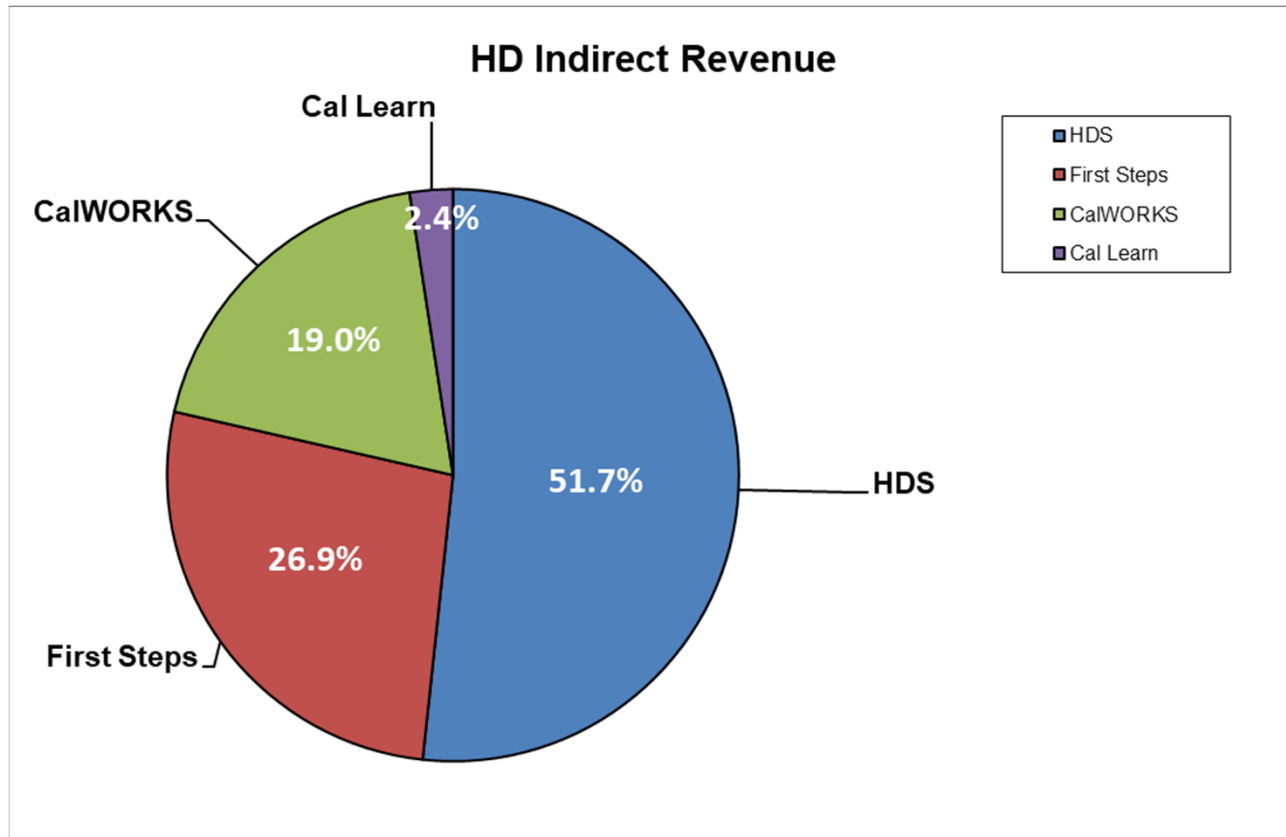
* No activity for Research Institute during period ending April 30, 2023

Financial Trend

FY 2019 - FY 2023 YTD



April 2023 FYTD Indirect Revenue Sources



ADDENDUM E

Meeting Minutes

ATTENDANCE ROSTER		
MEMBERS	MEETING DATE	
	6/6/2022	TBD
Terry Corrales, RN, Chairperson	V	
Linda Greer, RN	V	
Laurie Edwards-Tate, MS	V	
Diane L. Hansen	V	
Hugh King	V	
Staff Attendee		
Tanya Howell Board Assistant/Corporate Secretary	V	
Guest Presenters¹		

V = Virtual P = Present E = Excused

¹ See text of minutes for names of invited guests/presenters

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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I. CALL TO ORDER

- Chairperson Terry Corrales called the meeting to order at 11:31 a.m.
- Quorum comprised of Directors Corrales, Greer, Edwards-Tate, Hansen and King
- **Notice of Meeting** and **Full Agenda Packet** were posted at Palomar Health’s (PH) Administrative Offices and on the Palomar Health Development, Inc. (PHD) home page on the PH website on Wednesday, June 1, 2022, which is consistent with legal requirements. Notice of that posting was also made that date via email to the PHD Board and staff members.

II. PUBLIC COMMENTS

- There were no public comments

III. INFORMATION ITEMS

- There were no information items

IV. OLD BUSINESS

A. Board Meeting Follow-up – Use of Bioterrorism Grant Funds	<i>Information only</i>	
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- Ms. Howell stated that the information was found on Page 3 of the packet
- Chairperson Corrales asked if the response satisfied Director Greer’s question, and Director Greer commented that a perhaps a different source of additional funding could be found elsewhere

V. MINUTES

A. Monday, December 13, 2021	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve the minutes of the Monday, December 13, 2021, meeting.</p> <p>Carried by the following vote, taken by roll call: Director Greer – aye; Director Edwards-Tate - aye; Director Hansen – aye; Director King – abstained; Chairperson Corrales – aye</p>	
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- Director King abstained as he had not been at the meeting

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

VI. PRESENTATIONS

A. Update on Grants & Contract Inventory

Information only

- Utilizing the presentation included as Addendum B, Aimee Ebner, Financial Services Manager, presented the update
- CURRENT GRANTS (PAGES 40-42)
 - o For each current grant, Ms. Ebner named the amount awarded, the funds remaining in FY22, the term of the grant and updates on amounts invoiced, overhead amounts received, and budgeted overhead amounts, all as listed in the presentation materials in the packet (*other comments listed below*)
 - Both Healthy Development Services and the First 5 First Steps programs were funded by the First 5 Commission (First 5)
 - The CalWORKs Home Visiting Program was similar to the First 5 First Steps Program, but only available to families enrolled in CalWORKs
 - The Cal Learn Program was also similar, but only available to pregnant and parenting teens enrolled in Cal Learn
 - The Victim Services Fund encompassed all of San Diego County, not just North County
 - CalOES XC Victim Services also encompassed all of San Diego County
- EXPIRED GRANTS (PAGE 43)
 - o Remaining \$72K in funds were being used to fund the Everbridge emergency notification system throughout the district
 - o Marjorie Mosher Schmidt Foundation still had a small amount of \$829 remaining, which was being utilized by the Forensic Health Services department
- Chairperson Corrales asked if Ms. Ebner could explain how the multi-year awards worked (e.g., how long the funding will be available to PHD, whether new applications must be submitted every year, etc.)
 - o Ms. Ebner replied that, in the case of the First 5 grants, the initial award was usually for a 5-year period that she believed ended in FY2021, at which time First 5 amended the agreement to add an additional 2 years, and she was expecting there would be an RFP in FY2023
 - Cindy Linder, North Inland Regional Coordinator for Healthy Development Services (HDS), commented that First 5 had originally indicated that the grants would only be for 2 years, but last year they had decided it would be a 5-year cycle, so the current grant amendment would run through 2025

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

B. First 5 Commission Funded Programs

i. First Steps

Information only

- Utilizing the presentation included as Addendum C, Shirin Strauss, Manager of the First Steps Program – funded by The First 5 Commission, presented the update, noting that she appreciated the support of the Board in making a tremendous difference in the lives of the children and families served
 - o The program encompassed the whole north region—not just the 800 square miles of the Palomar Health district—also serving families on the coast and in the north coastal region (e.g., from Oceanside to Encinitas, San Marcos, Vista, Escondido, Fallbrook, Valley Center, Poway and all areas in between)
 - The families became prenatally involved and stayed in the program until the children were 3-4 years of age
 - o There were 17 team members in the First Steps program
 - o CalWORKs & CalLEARN were also funders for the First Steps program
 - CalWORKs was a California Department of Social Services public assistance program that provided ??? and services to eligible families, which helped families to cover necessary expenses such as housing and food
 - CalLEARN was a subprogram of CalWORKs, was also a statewide program, and was specifically for pregnant and parenting teens who were in the CalWORKs program, targeted at helping them get back into and to stay in school
 - First Steps was contracted with the County to administer both programs, and the programs were enhanced by the addition of the comprehensive home visiting services, resources and support provided by First Steps
 - o The team was very pleased to serve over 155 families per year, and because they were a long-term program, most of the families stayed for 3 to 3.5 years
 - Those served were comprised of low income, military and immigrant/refugee families
 - Last year there were 1,861 home visits provided, and 100% of the families were extremely satisfied with the services and would recommend them to family or friends
 - o A large amount of both process and outcome data was collected throughout the year, from which an annual report that included details about their work and the incredible outcomes was generated
 - o Ms. Strauss assured the Board that there were authorization forms on file so that she would be able to share the photos of the children and their families

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> o The services provided by First Steps were free of charge to families and used nationally recognized curriculum models to help parents achieve their goals <ul style="list-style-type: none"> – First Steps was one of the first programs in the county to have provided services virtually during the pandemic o Exclusive and comprehensive services and support were provided o The home visiting services were provided wherever the family felt most comfortable – often in the home, but also with teens at schools, and with homeless families in restaurants or parks o Extensive parent education was provided, as well as extensive screenings and assessments to identify strengths and needs o Mental health counseling was provided by licensed social workers as deemed appropriate o Families were provided annual passes to the Children’s Museum, and small group get-togethers were organized so that families could meet others in the program to help develop relationships for support 	<ul style="list-style-type: none"> • The program had an extensive community partnership, with 60% of the referrals coming from those community partners <ul style="list-style-type: none"> o There was also a new County partnership called One Safe Place scheduled to open in July 2022 at the North County Family Justice Center in San Marcos, and the program had contracted with the County to be a part of that program <ul style="list-style-type: none"> – Opening day would be on July 2nd, and there would be a ribbon-cutting ceremony on June 23rd at 11:00 a.m. – The program would be offering victims of abuse and their families a coordinated and collaborative community response to addressing whole-family healing under one roof – Ms. Strauss was very excited about the new Family Justice Center as there was an extremely high need in North County for the services to be provided there <ul style="list-style-type: none"> 1) There would be over 30 on-site partners, including office space for police officers and sheriff’s deputies, and the program would be following a very successful national model, providing cutting-edge services and support and case management to enable victims of abuse to break that cycle 	
<p>i. Healthy Development Services (HDS)</p>	<p><i>Information only</i></p>	
<ul style="list-style-type: none"> • Also utilizing the presentation included as Addendum C, Cindy Linder, North Inland Regional Coordinator for Healthy Development Services (HDS), presented a program update, thanking the Board for the opportunity • She stated that the program was rolling into its 3rd year of the current 5-year funding cycle, noting that neither HDS nor Five Steps had to rewrite for an RFP since their funding began 15 years ago, with each 5-year cycle created as an amendment, instead 		

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- o The services were funded by First 5 San Diego at no cost to the families, and that funding came from the Proposition 10 tobacco taxes, which were distributed annually among the Counties in the State
- o First 5 provided a framework for how they would locally support early childhood development and prenatal up to age 6, and 1st Steps and HDS were two core initiatives within that strategic plan
- o PHD had been a grantee since 200, and total funding received had been over \$48M, with well over 40K children having participated in the program
- o Although there were services provided all over the County, Palomar Health was the lead in North Inland County
- Ms. Linder felt that HDS was one of the coolest things she had ever done, and all the families agreed, as they stated they would recommend the program to family or friends
- The program served children from birth through age 5 who were not yet enrolled in kindergarten and had mild to moderate developmental and behavioral concerns
 - o Although there were other programs in the County besides HDS, each had their own eligibility requirements, and most of the children with whom HDS worked would not meet those eligibilities
 - At least 1 out of 4 candidates for HDS were referred to a higher level of care where they were supported by the coordination team
- Therapists only worked with each child for 1-2 hours per week, with the parent/caregiver having taken on a significant role in the learning strategies
- Each child was provided intake with care coordination, screening and assessment, and the team worked with the parents to coach them on speech, occupational, physical and behavioral therapy for their child
- HDS would also be located at One Safe Place, there was a location in Fallbrook, and the team also had the use of a trailer at Lincoln Elementary School
- Relying on the community advisory meeting, the team loved sharing knowledge, and the model took advantage of having all the experts in one room talking about the care of one child
- Before March 2020, many families would have to travel for several hours to receive therapy; however, for the last 2 years the therapists had been holding sessions via telehealth
 - o Outcomes had been positive as well as consistent with the in-person services provided before 2020
 - o 80% of the children were meeting their goals, more families were engaged, and there were fewer no-shows

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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- o Telehealth had “captured the parent”, because with teleservice, the parent had to be the eyes, ears and hands for the child instead of passively sitting in the corner at an office while their child received services
- o Children were also more comfortable at home, where learning could happen much more naturally
- o There was a ratio of about 50/50 in each service
- Referrals came primarily from healthcare providers, with some from community partners, as well as a sliver of self-referrals (e.g., word-of-mouth notification)
- Director Edwards-Tate expressed her congratulations for the success of the programs
- Chair Corrales agreed that it was a phenomenally wonderful program and inquired about the access to laptops and internet for families, especially in remote areas
 - o Ms. Linder responded that the program had received a pocket of money from the Assistance League, specifically for the purchase of laptops and hotspots for the families to borrow, to ensure that the families were using the laptop, not a phone during therapy sessions

A. Forensic Health Services & Victim of Violence Programs	<i>Information only</i>	
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- Utilizing the presentation included as Addendum D, Michelle Shores, Director of Forensic Health Services (FHS) and the Trauma Recovery Center, presented an update
- FHS had been an outpatient department at Palomar Health since 1984, and it started with the movement to minimize how many times children were talked to after a traumatizing event
 - o Following observations that children were arriving at the hospital with complaints that weren’t physical, Palomar Health created the first Child Abuse Program (CAP) in North County, a program that was still serving North County, as a nationally accredited child advocacy center
 - o The U.S. Bureau of Health and Human Services had labeled child advocacy centers as Level 1 responders in their communities
- In 1991, the Sexual Assault Response Team (SART) was created when a woman who had been assaulted had gone to multiple hospitals, and no one knew how to help her
 - o In 2017, the team added forensic medical exams for all victims other than victims of sexual assault, which allowed the program to provide services to help victims of domestic violence, human trafficking, elder abuse, etc.
 - o North County Child Assessment Center, with nurse practitioners who evaluated children who had been removed from their homes and placed temporarily at Green Oaks Ranch, performing an assessment before placement in the foster system
 - During COVID, the team also provided testing before the children were placed in care

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- There was an emergency medical service team of specially trained on-call nurses, who were distributed throughout the County and would respond within an hour of being called, 24/7/365
 - Provided care for victims of sexual assault, domestic violence, elder abuse, human trafficking and gang violence
 - Child victims were served through the Child Advocacy Center (CAC), with interviews by a forensic examiner, and case coordination
 - All of the partners came to the center rather than the child having to be taken to multiple locations
 - Following the interview, the patients were connected to the short-term trauma therapy for children and family program (also grant-funded), which provided 16-32 weeks of trauma-based therapy, and also integrated components of art and music therapy
 - All services were provided at no cost to the patients
- The department was also the recipient of a grant to run the Trauma Recovery Center, which – although not a grant awarded through PHD – was run by Palomar Health’s FHS
 - It was a short-term trauma therapy department that included traumatic brain injury, psychiatric evaluations and other services to anyone who had been the victim of a qualifying assault
 - As PMCE was the designated trauma center for the North County, having access to all of those important trauma services added to the District’s continuum of care
- The Multi-Disciplinary Team coordinated their services to ensure clear communication, prevent duplications of effort, etc.
- Services were provided at numerous locations around the County, and the program would triple its capacity once it was integrated into the One Safe Space location
- The program was a non-billable department, so grants and philanthropy helped to keep the program sustainable
- Since 2017, the program had expanded in many different areas; in 2019 it was given the CARES award; and information on responses to sexual assault and exams and work related to strangulation had been published in 2020
- In 2021, a community needs assessment was distributed to learn more about agencies’ knowledge and experiences related to the CAC
 - The survey provided important information related to barriers to receiving CAC services, and a protocol had been developed to remove many of those barrier
- A bill at the State level was passed that showed that lawmakers were aware of the programs at Palomar Health and wanted those programs to be available to all Californians, and the State was anticipated to begin funding the Domestic Assault Victim (DV) exams
- A publication to teach health care providers and first responders how to make a strangulation assessment during a domestic assault forensic exam had been published, and the number of issued DV cases since the program was put in place at PH had almost doubled

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- The CARES initiative allowed the team to train healthcare providers all over the County on how to screen for DV cases
 - Last year, the San Diego County Domestic Assault Forensic Exam Health Care Protocol was signed by all of the Chief Medical Officers, and that protocol named PH as the place to take your patients if DV was suspected, another example of best practice
- The program leaders worked with partner agencies to create outreach posters for distribution throughout the County
- The volume of identified cases had increased from 454 in 2015 to 1,617, and Ms. Shores attributed that increase to the availability of access to the services, not an escalation of the problem
- During COVID
 - The number of sexual assault cases had decreased, but acuity had gone up, probably due to the stay-at-home orders
 - Children’s cases went up
 - DV cases also went up
- Children did not have to have been directly assaulted to receive services – if they were in the home or witnessed an event, they would be interviewed and provided appropriate therapy
- Since strangulation was not often visible, staff at trauma centers had been trained on how to recognize and treat strangulation events, because those were predictive of the patient becoming a future homicide or stroke victim
- In general, Ms. Shores noted that the continued support from PH and those with whom community partnerships had been formed had allowed them to have the ability to pivot and be innovative, and the cost of abuse in San Diego County would have a \$1.37B cumulative lifetime effect without the services
- So proud we take this was taken seriously, and the lawn of pinwheels represented a life of a brave person who came forward to receive help for this very private problem that had become a public health problem
- Director Greer commented that this program had been her passion for many years, and it had almost been dropped several years back due to lack of funding, so she was very pleased that it had been saved
- Ms. Shores stated that there were amazing success stories, and they in the past had survivor’s as speakers at various events, and some of those were now fully grown adults, healed and working in some of the departments at the hospital
- She knew that these weren’t money-making departments, but appreciated management’s acknowledgment of the need for these services in the district and keeping the programs going, even though losing money
 - She added that it took a while, but last year the program met budget for the first time

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- Directors Greer, Edwards-Tate and Corrales all expressed enthusiastic support for the programs and the impact they were having on the community
- In response to a final inquiry by Chair Corrales, Ms. Shores stated that the bill she had previously mentioned was AB2185, which had been authored by Dr. Weber; the purpose was to operationalize medical evidentiary exams for victims of DV, which came from what PH had been doing since 2016
 - The bill had passed Appropriations and was moving to the Senate next

VII. NEW BUSINESS

A. Resolution No. 06.06.22(01)-1 – Acknowledging the Selection of the New Board, Ratifying the Appointment of the Chairperson and Confirming the Election of the Vice-Chairperson for Calendar Year 2022

MOTION: By Director Greer, seconded by Ms. Hansen and carried to approve Resolution No. 06.06.22(01)-1 – Acknowledging the Selection of the New Board, Ratifying the Appointment of the Chairperson and Confirming the Election of the Vice-Chairperson for Calendar Year 2022.

Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye

- Mrs. Howell explained that Director Greer, as Chair of the PH Board, had appointed three members of that Board (Directors Corrales, Edwards-Tate and Greer) to the PHD Board, and she had also appointed Director Corrales Chairperson of the PHD Board
 - It was also noted that PH CEO Diane Hansen and PH CFO Hugh King were automatically *ex officio* members of the PHD Board due to their positions at PH
- Director Greer nominated Director Edwards-Tate as Vice-Chairperson of the PHD Board

B. Resolution No. 06.06.22(02)-2 – Confirming Appointment of Corporate Officers for Calendar Year 2022

MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve Resolution No. 06.06.22(02)-2 – Confirming Appointment of Corporate Officers for Calendar Year 2022.

Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye

- Mrs. Howell read the resolution, noting that in the past, the corporate officers for PH had been elected President & CFO of PHD, as well as the Executive Assistant to the CFO of PH as the PHD Corporate Secretary
 - The current slate of officers was Diane Hansen as President, Michael Bogert as CFO, and Tanya Howell as corporate secretary

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- o The recommendation being presented was that Diane Hansen remain President, that Hugh King be named CFO, and that Tanya Howell be named Corporate Secretary

C. Amendment 2 to the Administrative Services Agreement with Mary Spencer, MD, for Administrative Oversight of the New Alternatives Contract 1.1.2020 – 1.1.2022

MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve Amendment 2 to the Administrative Services Agreement with Mary Spencer, MD, for Administrative Oversight of the New Alternatives Contract 1.1.2020 – 1.1.2022.

Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye

- Michelle Shores stated that Dr. Mary Spencer had been assisting at New Alternatives, and her contract needed to be extended through the end of the fiscal year

D. April 2022 & YTD FY2022 Financial Report

MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve the April 2022 & YTD FY2022 Financial Report as presented.

Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye

- Utilizing the presentation included as Addendum E, Ms. Ebner presented the financial report through April 2022
- BALANCE SHEET AT APRIL 30, 2022 (SLIDE 56)
 - o Assets
 - Total Cash was just over \$1.8M
 - Total Liabilities were also a \$1.8M, including a note payable to Palomar Health
 - o Director King asked Ms. Ebner if the cash was from grant funds or from administrative fees that had built up over the years, and she responded that it was the indirect income received from grants in prior years, so it was unrestricted
- INCOME STATEMENT AT APRIL 30, 2022 (SLIDE 57)
 - o Total Revenue was under budget by \$16K, which was due to mainly to the indirect revenue budget not being reached, primarily due to a RIF on the HDS side, which provided savings on salaries, but reduced the indirect revenue
 - o Revenue – Other was income budgeted from the money market account, with interest rates having been lower than anticipated in the budget, creating a negative variance of about \$700

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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- o Accounting Fees had been budgeted based on last year’s fees, and the auditors increased the fees by \$1K for this year, creating a negative variance in that amount
- o Insurance showed a positive variance of \$1K; however, those fees had not yet hit and should be very close to budget at year end
- FINANCIAL TREND FY2018-FY2022 (SLIDE 58)
 - o Revenues were at \$272K, Expenses were at \$108K, for a total profit at April of \$163K
 - o Ms. Ebner was expecting to receive additional revenue of \$50K before the end of the year, which would put EOY profit at around \$325K
- INDIRECT REVENUE SOURCES APRIL 2022 YTD (SLIDE 59)
 - o Approximately half of the indirect revenues derived from the HDS grant, with the other half from the First Steps grants
 - o Totals received for each YTD were \$136K for HDS; \$86K for First Steps; \$37K for CalWORKs; and \$13K for CalLEARN
- In response to an inquiry from Director King, Ms. Ebner confirmed that the grant revenues were treated as pass-through costs to offset the expenses
- Virginia Barragan, VP Continuum of Care, acknowledged Ms. Ebner, noting that she had worked side by side with the First 5 teams for many years, and every time that First 5 audited the programs, they commented on the impeccably kept books

<p>E. Resolution No. 06.06.22(03)-3 – Bank of America Deposit Account & Treasury Management Services Banking Resolution & Certificate of Incumbency</p>	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve Resolution No. 06.06.22(03)-3 – Bank of America Deposit Account & Treasury Management Services Banking Resolution & Certificate of Incumbency.</p> <p>Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye</p>	
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- Director King stated that the Resolution reaffirmed that PHD would maintain the Bank of America banking account, with changes to the organizational structure of Palomar Health necessitating changes to the specimen signatures of the current corporate officers and other authorized signors (removal of Michael Bogert in favor of Mr. King and removal of James Smith in favor of Amanda Pape)

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<p>F. Resolution No. 06.06.22(04)-4 – Setting the Date, Time & Location for the Remaining Board Meeting for Calendar Year 2022</p>	<p>MOTION: By Chairperson Corrales, seconded by Director Greer and carried to approve Resolution No. 06.06.22(04)-4 – Setting the Date, Time & Location for the Remaining Board Meeting for Calendar Year 2022 for 11:30 a.m. on Monday, November 14, 2022, with the location TBD.</p> <p>Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye</p>	
<ul style="list-style-type: none"> • Mrs. Howell stated that the Board was required to set a date, time and location for the remaining meeting for the Calendar Year, and two dates had been suggested <ul style="list-style-type: none"> o She further noted that dates in December were being suggested since the second meeting each year needed to be held in that month due to audit scheduling o The dates and times suggested were Monday, December 12, 2022, and Tuesday, December 19, 2022, both at 12:00 noon, with the location TBD based on social distancing rules then in place • Noting that the month of December could be a very busy month due to the elections in November, Director Greer suggested that the meeting be scheduled for sometime in November <ul style="list-style-type: none"> o After some discussion related to whether the auditors would have finalized their work and have reported back to the Audit Committee by early November, the date of Monday, November 14, 2022, was chosen, with the meeting to begin at 11:30 a.m., and the location to be determined based on whether in-person meetings had been reinstated at that time 		
<p>G. Administrative Oversight for Palomar Health Development</p>	<p>MOTION: By Director Greer, seconded by Ms. Hansen and carried to approve the increased reimbursement to Palomar Health of \$500 per month for Administrative Services provided on behalf of Palomar Health Development, Inc., to become effective July 1, 2022.</p> <p>Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye</p>	

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 6, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> • Director King stated that there was a services contract between PHD and PH under which PH provided certain financial activities related to audit and accounting work at a cost of \$3K/month <ul style="list-style-type: none"> ◦ All of the work was done by Aimee Ebner, he agreed with the several comments on the quality of Ms. Ebner’s work, and he noted that she was also the person who coordinated with financial auditor, as well as working through multiple audits by the grantors each year • Management had proposed an increase to \$3,500 due to an expected services requiring more of Ms. Ebner’s time • In response to a request by Chair Corrales that Management ensure that the additional amount was equitable for Ms. Ebner’s duties, Director King clarified that the amount was not Ms. Ebner’s salary, it was an amount to reimburse PH for the time she spent working on PHD financials 		

VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS

- None

IX. ADJOURNMENT

MOTION: Chairperson Corrales adjourned the meeting at 1:18 p.m.

SIGNATURES:			
PHD Board Chairperson	_____ Terry Corrales, RN	PHD Board Assistant	_____ Tanya Howell

Next Meeting: TBD

ADDENDUM F

Meeting Minutes

ATTENDANCE ROSTER		
MEMBERS	MEETING DATE	
	6/6/2022	12/12/2022
Terry Corrales, RN, Chairperson	V	V
Laurie Edwards-Tate, MS, Vice-Chairperson	V	V
Linda Greer, RN, Secretary	V	V
Diane L. Hansen	V	V
Hugh King, Treasurer	V	V
Staff Attendee		
Tanya Howell Board Assistant/Corporate Secretary	V	V
Guest Presenters¹		

V = Virtual P = Present E = Excused

¹ See text of minutes for names of invited guests/presenters

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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I. CALL TO ORDER

- Chairperson Terry Corrales called the meeting to order at 12:01 p.m.
- Quorum comprised of Directors Corrales, Edwards-Tate, Greer, Hansen & King
- **Notice of Meeting and Full Agenda Packet** were posted at Palomar Health’s (PH) Administrative Offices and on the Palomar Health Development, Inc. (PHD) home page on the PH website on Wednesday, December 7, 2022, which is consistent with legal requirements. Notice of that posting was also made that date via email to the PHD Board and staff members.

II. PUBLIC COMMENTS

- There were no public comments

III. INFORMATION ITEMS

- None

IV. OLD BUSINESS

- None

VII. NEW BUSINESS (*Out of order due to guest speaker*)

A. Independent Audit of the Annual Financial Report of Palomar Health Development, Inc., for Fiscal Year End 2022

i. Resolution No. 12.12.22(01)-5 – Authorizing Acceptance of the Independent Audit of the Annual Financial Statements of Palomar Health Development, Inc., for Fiscal Year End 2022 as the Annual Report

MOTION: By Director Greer, seconded by Director Edwards-Tate to approve Resolution No. 12.12.22(01)-5 – Authorizing Acceptance of the Independent Audit of the Annual Financial Statements of Palomar Health Development, Inc., for Fiscal Year End 2022 as the Annual Report.

Carried by the following vote, taken by roll call: Chairperson Corrales – aye; Director Edwards-Tate – aye; Director Greer – aye; Director Hansen -aye; Director King – aye; Absent:

- At Chairperson Corrales’ request, Secretary Tanya Howell read the name of the topic and introduced Andy Maffia, Partner at Aldrich CPAs + Advisors

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- Mr. Maffia indicated that he was going to present the results of the June 30, 2022, financial statement audit, noting that he was the partner at Aldrich who had overseen the audit this year, as well as that there had been overall great results for the audit process, which he was going to review at a high level, and the first document he would be presenting was the Report to the Board of Directors (*Attachment 1*)
 - Mr. Maffia encouraged the Board to feel free to ask questions, as he wanted to ensure that the Board had a solid understanding of what the auditors had been hired to do and the results of that audit
- EXECUTIVE SUMMARY (*ATT-1*)
 - The contract had outlined the responsibilities of both entities and the scope of the audit, and it had been the standard contract for any not-for-profit
 - The report included information about the activities of the entity, and having hired an independent firm was a means of obtaining a stamp of approval on the financials, which in turn was seen in a positive light by donor organizations
 - An unmodified opinion was rendered, which was the highest level of assurance they could provide, and that same level of opinion had been rendered in all of the years that Aldrich had been auditing PHD’s books
 - In addition to providing an opinion, the auditors had reviewed internal controls related to the financial function
 - Had any areas of weakness been identified, recommendations for correcting them would have been made; but no areas of significant weakness had been found, which was another positive outcome for the audit
 - The overall audit was designed not to look at every transaction, but rather to perform a sample and test basis, focusing on areas identified as having the most risk, based both on the auditors’ knowledge of PHD and the other organizations they audited
 - Full cooperation had been received from the management team throughout the entire audit, which went smoothly thanks to the hard work by the management team (headed by Aimee Ebner) in providing the information, and that was overall a great reflection of how well that team was functioning
- INTERNAL CONTROL LETTER (*ATT-2*)
 - Had there been any deficiencies, that information would have been provided in the letter; however, as there had not been any deficiencies, that information was provided instead
 - If there were to be a granting organization or potential donor asking for financial statements, the letter could be included when responding to their request
- BOARD COMMUNICATION LETTER (*ATT-3*)
 - That letter was required to be in writing for all financial audits, putting into writing what would be discussed in the meeting today

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- If there had been any significant disagreements with management or difficulties or if there had been any areas identified within the financial statements that needed a second opinion, that information would have been included in the letter
- The letter would also identify if there had been any significant accounting practices, which was very common and standard for any not-for-profit organization; as well as whether there had been any sensitive or significant estimates in the financial statements
- The information was basically the same as had been reported in the past, so the letter was fairly boilerplate and detailed what the auditor was required to communicate, and there was nothing significant to which to draw the Board’s attention
- When Mr. Maffia asked if there were any questions, Director Greer commented that she felt that all of the Directors had been through several audits for Palomar Health, so they should all be familiar with the process
- Mr. Maffia then began a review of the financial statements, which had been included in the agenda packet as Addendum A, noting that the audit report would look a little different than those that had been issued in prior years due to an auditing standard change that changed the language of the report, which still provided an unmodified opinion
 - o There were 2 years’ worth of information covered, from June 30, 2022 and 2021
- If approved by the Board at today’s meeting, the auditors would receive a management representation letter dated today, then remove the “draft” stamp, and the report would be signed and dated as of today’s date
- The rest of the information were the required statements, with information about assets, liabilities and statements of cash flows; and, overall from disclosure and information standpoints, contained a lot of similarities to prior years as far as what was required to be disclosed in accordance with GAAP
- Noting that the information had been sent out in advance of the meeting, Mr. Maffia opened the floor to the Board for any specific questions they might have
 - o Director Greer asked if the One Safe Place funding had been included, as she didn’t recall PHD having as much cash in the past, and Director King replied that the Statements of Financial Position (*Page 16*) showed an amount of cash under Assets that was offset by the Liabilities on the Line of Credit line, as there was a funding mechanism that related to PH advancing the money to PHD to pay the bills, then when the grants monies (from One Safe Place, the First 5 Commission and several smaller grantors) came in, those funds were used to pay off the expenses, and all of the grants were figured into the audit
 - Referencing the Statement of Activities (*Page 18*), Director King pointed out that the Grant Revenue minus the Program Services expenses left a positive Change in Net Assets of \$188K, which would typically be comprised of the administrative overhead costs; therefore, there was a fair amount of money coming in, but it was going right back out again

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- o Mr. Maffia added that the Statement of Financial Position could also be called the Balance Sheet, and the Statement of Activities could also be called the Income Statement
 - He added that for many years PHD had more liabilities than assets, and it had just been in this year that it was in a situation with net assets (known as “equity” in a for-profit setting), and it was the first time that he could remember it occurring, even though that had always been the goal
 - PHD had always reliant on hospital for initial funding based on the Line of Credit/note payable with a termination date; however, that note was being paid down, and PHD was getting to the point of becoming more self-reliant
 - 1) Although there would be a balloon payment due in 2026, and there was still a significant portion due on the note, last year there had been \$1.8M in cash with \$1.837 due on the note, and this year there had been \$2M in cash with only \$1.7M due on the note
 - 2) From an organizational standpoint, the grant programs were allowing PHD to get to a healthier financial situation with less dependence on the note payable
 - He added that it was overall about as clean of an audit as could be provided
- In response to an inquiry from Director Greer about how long Aldrich had been PHD’s auditing firm, Mr. Maffia indicated that he believed it had been at least 5 years; however, there was a previous partner in charge who had rotated off, and he had been involved for the past 3 years
- Chairperson Corrales noted that the bottom line looked great and it was something to be applauded
- Director King noted that Mr. Maffia had been very generous with his praise, and the person who did 90-95% of the work was Aimee Ebner, Financial Services Manager, and the part that she didn’t do was almost perfunctory
 - o Virginia Barragan, VP Continuum of Care, agreed with Director King, stated that Ms. Ebner was is “tied at the hip” with her program managers, ensuring that every dime was fully accounted for, and every detail was in the books
 - o Ms. Ebner acknowledged the praise and responded that they were welcome

V. MINUTES

**A. Annual Organizational Meeting,
Monday, June 6, 2022**

NO MOTION

- Mrs. Howell stated that the minutes were not yet ready for review; however, she had consulted with counsel, who indicated that they could be submitted on a unanimous consent ballot when completed, similarly to how an overlooked resolution had been approved earlier this year

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

VI. PRESENTATIONS

A. Update on Grants & Contract Inventory

Information only

- Director Greer requested that the number of people helped through the FHS grants be included in the materials presented to the PH Board’s Community Relations Committee, for presentation to the full PH Board

- Utilizing the presentation included as Addendum B, Ms. Ebner presented the update
- CURRENT GRANTS (PAGE 27)
 - o First 5 Healthy Development Services (HDS)
 - In November, an additional grant of \$325K per year through FY2025 had been awarded, and Ms. Ebner was in the process of revising the budget for this year and years to follow
 - 1) The total award to date had been \$1.9M, and there was \$1.4M remaining in the FY2023 funds
 - 2) As of October, \$488K had been invoiced for salaries and benefits, \$55K in overhead had been received, and the overhead budget stood at \$180K, which might change due to the additional funding
 - o First 5 First Steps had been awarded \$878K, and there was \$589K remaining in FY2023 funds
 - As of October, \$280K had been invoiced, \$31K in overhead had been received, and the overhead budget stood at \$96K
 - o CalWORKs/CalLEARN were grants for home visiting programs for different populations
 - Individuals who qualified for the CalWORKs program could participate; and the CalLEARN program was primarily for young teenage mothers
 - CalWORKs had been awarded \$513K, and there was \$385K remaining in FY2023 funds
 - 1) As of October, \$128K had been invoiced, \$15K in overhead had been received, and the overhead budget stood at \$60K
 - CalLEARN had been awarded \$112K, and there was \$78K remaining in FY2023 funds
 - 1) As of October, \$34K had been invoiced, \$4K in overhead had been received, and the overhead budget stood at \$13K
 - o Green Oaks Ranch was a grant to provide forensic medical exams at an intake center for placement of abused, neglected or abandoned children taken into immediate protective custody, and it was an annual award of \$157K, with \$100K remaining in FY2023 funds
 - The CY2023 contract was under renewal review

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- As of October, \$56K had been invoiced
- In response to an inquiry by Director Greer related to the number of children served under the grant, Ms. Ebner responded that at every other Board meeting, presentations were made by the grant managers (Michelle Shores for FHS; Shirin Strauss for First Steps; and Cindy Linder for HDS), and those details were provided at that time
 - 1) Ms. Barragan confirmed that the programs were usually presented in the spring/early summer meeting for the PHD Board; however, there was also a community summary made at the PH Board’s Community Relations Committee, meeting
- o Victim Services Fund was another FHS grant that provided reimbursement from the SD County Sheriff’s Department for the provision of forensic medical exams for victims on SD County on an on-call basis
 - It was a multi-year award in the total amount of \$2.2M, with \$433K remaining in FY2023 funds
 - As of October, \$66K had been invoiced
- o In-N-Out Burger Foundation was another FHS grant that provided funding for SART/Child Abuse Program community education
 - It was also a multi-year award in the total amount of \$73K, and \$7K had been awarded in November
 - Funds remaining from prior years were \$14K
- o CalOES was a grant through the County of San Diego District Attorney’s office to expand victim services and specialty trauma therapy services
 - Total awarded was \$100K; as of October, \$68K had been invoiced; and Ms. Ebner expected the funds to be fully expended by calendar year end
- EXPIRED GRANTS (*PAGE 30*)
 - o There were two grants that had expired, but for which funds remained on the books
 - Bioterrorism/Emergency Preparedness from the County’s Health & Human Services Agency, which was being used to pay for the Everbridge contract at around \$30-\$35K each year
 - 1) At that rate, the \$72K remaining in the fund would be fully expended in the next 2 years
 - o Marjorie Mosher Schmidt Foundation was funding for FHS education, and Ms. Ebner had confirmed with Michelle Shores that the \$829 remaining in the fund would be fully utilized this year
- In response to an inquiry by Director Greer regarding what the Everbridge contract was for, Ms. Ebner stated that it was an emergency notification system that notified the employees within the district when there was a district-wide matter

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> o When asked if Board members received those notifications, Director King clarified that it was a tiered system so only those who needed to be directly involved would receive the notifications (e.g., if there was a leak at one of the hospitals, only the maintenance team would be notified; if surveyors arrived, then everyone who needed to be involved with that coordination would be notified; if there was a storm/fire/environmental issue, that would likely go to everyone, including the Board o He further clarified that the notifications were made both via email and text message 		

VII. NEW BUSINESS (Continued)

<p>B. Executed, Budgeted, Routine Physician Agreements</p>	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve the Executed, Budgeted, Routine Physician Agreements as presented. Carried by the following vote, taken by roll call: Chairperson Corrales – aye; Director Edwards-Tate – aye; Director Greer – aye; Director Hansen - aye; Director King – aye; Absent:</p>	
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- Director King stated that all 3 contracts were renewals of services with existing physicians
 - o Both of Dr. Byron Chow’s agreements were for services he provided for the First 5 programs; and Dr. Mary Spencer’s was for her oversight of the Green Oaks Ranch program from a physician perspective
 - Dr. Spencer’s agreement was due to expire at the end of this month
- Director Greer commented that Dr. Spencer’s was definitely a long-standing contract
- Chairperson Corrales stated that all of the programs were phenomenal and had been doing so much for the community that they needed to be advertised more

<p>D. Ratification of the FY2023 Operating Budget for Palomar Health Development</p>	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to ratify the FY2023 Operating Budget for Palomar Health Development Carried by the following vote, taken by roll call: Chairperson Corrales – aye; Director Edwards-Tate – aye; Director Greer – aye; Director Hansen - aye; Director King – abstained as the department that prepares the budget reports to him; Absent:</p>	
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- Revenue was budgeted at \$330K, with the bulk of that amount coming from the First 5 grants, plus \$120K in interest income based on prior year
- Expenses were anticipated to be \$60K, with \$18K for the audit, \$36K for the management services agreement, and \$5K for the accounting software fees

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> • That brought the Net Income from Operations to \$269K • There was an imputed interest expense of \$68K for the Line of Credit with PH • The final Net Income was budgeted at \$200K • Director King added that grant revenues and related expenses were netted out of the budget 		
<p>E. October 2022 & YTD FY2023 Financial Report</p>	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to approve the Fiscal Year-End June 30, 2022; and October 2022 & YTD FY2023 Financial Report as presented.</p> <p>Carried by the following vote, taken by roll call: Chairperson Corrales – aye; Director Edwards-Tate – aye; Director Greer – aye; Director Hansen – aye; Director King – abstained as the department that prepares the financials reports to him; Absent:</p>	
<ul style="list-style-type: none"> • Utilizing the presentation included as Addendum D, Ms. Ebner presented the financial reports for FYE June 30, 2022, and through October 2022 • BALANCE SHEET AT 6.30.2022 (PAGE 40) <ul style="list-style-type: none"> o Total Assets were just under \$2M, the bulk of which was cash o Total Liabilities were the same, with the largest having been the note payable to PH of about \$1.8M • INCOME STATEMENT AT 6.30.2022 (PAGE 41) <ul style="list-style-type: none"> o Total Revenue was unfavorable to budget by \$4,799, the bulk of which was due to grant revenue having been lower than anticipated <ul style="list-style-type: none"> – Lower salary & benefits expenses resulted in a little bit less revenue o Revenue Other was unfavorable to budget by \$390, which had been budgeted as anticipated interest from the money market account o Total Expenses was favorable to budget by \$1,957, primarily due to accounting fees having only been \$16K vs. the anticipated \$18K o Change in Net Assets was unfavorable to budget by \$2,842, which was very close to budget • FINANCIAL TREND (PAGE 42) <ul style="list-style-type: none"> o The trend line covered the last 5 years, with the dark blue representing PHD revenue, the light blue line representing PHD expenses o Revenue tended to stay around \$330K to \$340K; expense stayed around \$130K to \$140K; the purple line showed net income/profit, which was generally around \$200K o The small bars in orange were for revenues and expenses related to when the District did research studies through the Research Institute, which was no longer active 		

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION

CONCLUSIONS/ACTIONS

**FOLLOW-UP/
RESP PARTY**

- **INDIRECT REVENUE SOURCES (PAGE 43)**
 - o This trend line also covered the last 5 years
 - o The only sources in FY2018-FY2019 were from HDS and First Steps; the CalWORKs grant began in FY2020; and the CalLEARN grant began in FY2021
 - o The blue line represented the budget, which had not quite been met in either FY2020 or FY2021, mainly due to a decrease in staffing due to COVID in FY2020; and because the initial budget provided by CalLEARN for FY2021 had been reduced when the award was received
 - o In response to a request from Director Greer for an explanation of indirect revenue, Ms. Ebner stated that the grantors provided revenue for administrative services to keep the programs going, and the current rate for First 5 was 15% of salaries and benefits charged their grant programs, so if HDS had \$100K in salaries and benefits, PHD would get 15% of that amount, or \$15K
- **BALANCE SHEET AT OCTOBER 31, 2022 (PAGE 44)**
 - o Total Assets and Liabilities were right around \$2M, with the bulk of the Assets in cash and the bulk of the Liabilities in the note payable to PH
- **INCOME STATEMENT AT OCTOBER 31, 2022 (PAGE 45)**
 - o Total Revenue was very close to budget, with a small unfavorable variance of \$621
 - Revenue from the grants was unfavorable, but revenue from the money market account was favorable
 - 1) Salary increases had recently gone into effect, so Ms. Ebner anticipated the last half of the year would move closer to budget
 - o Total Expenses had a favorable variance of \$3,352, but a large portion of that was a \$6K favorable variance due to accounting fees that had not yet hit, and that would decrease as those fees were paid
 - o Change in Net Assets had a favorable variance of \$2,731
- **SOURCES OF INDIRECT REVENUE (PAGE 46)**
 - o Again, just a chart showing the percentages of indirect revenues from the various granting agencies
- Chairperson Corrales commented that she felt it was incredible what the teams had been able to do considering the reliance on grantors

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, DECEMBER 12, 2022

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
F. Resolution No. 12.12.22(02)-6 – Setting the Date, Time & Location for the Annual Organizational Meeting for Calendar Year 2023	MOTION: By Director Greer, seconded by Director Edwards-Tate, and carried to approve Resolution No. 12.12.22(02)-6 – Setting the Date, Time & Location for the Annual Organizational Meeting for Calendar Year 2023 for Monday, June 12, 2023, from 1:00 to 3:00 p.m.; Location TBD Carried by the following vote, taken by roll call: Director King – aye; Director Hansen – aye; Director Greer – aye; Director Edwards-Tate – aye; Chairperson Corrales – aye; Absent:	

- Mrs. Howell stated that the Board was required to set a date, time and location for the annual organizational meeting for the following calendar year, and she referenced Page 10, on which three dates had been suggested
 - o Those dates had been chosen because there was either a PH Board or PH Board Committee meeting on them
- Chairperson Corrales suggested that the 12th of June would work, as the Directors would have to prepare for the PH Board meeting, and Director Edwards-Tate agreed

VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS

- Chairperson Corrales restated her amazement at how much these programs were doing for the community on such a small budget, and she felt the programs needed to be advertised more, which was something she would likely pursue with the marketing team

IX. ADJOURNMENT

MOTION: Chairperson Corrales adjourned the meeting at 12:57 p.m.

SIGNATURES: PHD Board Chairperson	_____ Terry Corrales, RN	PHD Board Assistant	_____ Tanya Howell
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Next Meeting: TBD

ADDENDUM 6

Meeting Minutes

ATTENDANCE ROSTER		
MEMBERS	MEETING DATE	
	6/12/2023	TBD
Terry Corrales, RN, Chairperson	P	
Linda Greer, RN	P	
Laurie Edwards-Tate, MS	V	
Diane L. Hansen	E	
Hugh King	P	
Staff Attendee		
Tanya Howell Board Assistant/Corporate Secretary	P	
Guest Presenters¹		

V = Virtual P = Present E = Excused

¹ See text of minutes for names of invited guests/presenters

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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I. CALL TO ORDER

- Chairperson Terry Corrales called the meeting to order at 1:03 p.m.
- Quorum comprised of Directors Corrales, Greer, Edwards-Tate and King
- **Notice of Meeting** and **Full Agenda Packet** were posted at Palomar Health’s (PH) Administrative Offices on Wednesday, June 7, 2023, and on the Palomar Health Development, Inc. (PHD) home page on the PH website the following day, which is consistent with legal requirements. Notice of that posting was also made via email to the PHD Board and staff members.

II. PUBLIC COMMENTS

- There were no public comments

III. INFORMATION ITEM

A. Administrative Oversight for Palomar Health Development	<i>Information only</i>	
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- Hugh King, CFO, reported that Management had found that the stipend currently being paid to Palomar Health (\$3,500/month) was adequate for the services being rendered; therefore, the evergreen agreement would be allowed to roll over for another year with no action required by the Board

IV. OLD BUSINESS

- There was no old business on which to report

V. MINUTES

A. Monday, June 6, 2022	NO ACTION	
B. Monday, December 12, 2022	NO ACTION	

- Board Assistant Tanya Howell reported that the two sets of minutes were still in process, but she hoped that they would be available for presentation in an emailed consent agenda format prior to the next meeting

VI. PRESENTATIONS

A. Update on Grants & Contract Inventory	<i>Information only</i>	<ul style="list-style-type: none"> • Ms. Shores will report to the Board at the December meeting the outcome of negotiations related to the loss of the subcontract with New Alternatives • Director Greer – PH Board meeting recognition of In-N-Out Foundation
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(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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- Utilizing the presentation included as Addendum A, Aimee Ebner, Financial Services Manager, presented the update
- CURRENT GRANTS (PAGES23-24)
 - o For each current grant, Ms. Ebner named the purpose of the grant, the amount awarded, the funds remaining in FY23, the term of the grant and updates on amounts invoiced, overhead amounts received, and budgeted overhead amounts, all as listed in the presentation materials in the packet (*other comments listed below*)
 - o The first 3 programs were funded by the First 5 Commission of San Diego
 - Healthy Development Services (HDS) had been awarded just over \$1.9M this year, which included a rollover of about \$65K from last fiscal year, as well as an additional award of \$325K received earlier in the year
 - 1) YTD just over \$1.2M had been invoiced, about \$140K in overhead had been received, and there were \$658K in remaining funds
 - a) The funds remaining will be allowed to roll over
 - First Steps had been awarded \$888K, which included a \$33K rollover from last year, as well as an additional \$10K in bridge funding earlier this year
 - a) YTD just over \$689K had been invoiced, about \$73K in overhead had been received, and there were \$199K in remaining funds
 - b) There would be about \$35K allowed to roll over
 - CalWORKs was similar to the First Steps program, but it was only for families that qualified for that program
 - 1) The program had been awarded just over \$615K
 - 2) YTD just over \$417K had been invoiced, about \$51K in overhead had been received, and there were around \$200K remaining for the fiscal year
 - o The next 3 programs were all Forensic Health Services grants
 - Green Oaks Ranch was an intake center for abused, neglected children for which PHD had been awarded a subcontract thru New Alternatives
 - 1) The program had been awarded \$157K annually
 - 2) YTD just over \$126K had been invoiced, and there were \$30K in remaining funds; however, notice had been given that the agreement would term on June 30, 2023
 - 3) Michelle Shores, Director of Forensic Health Services (FHS), explained that the funding source for the grant had been the County, and they had originally placed the service for bid, New Alternatives had been granted the award, and they had subcontracted with Palomar Health’s FHS department through the grant to PHD for the provision of the medical services

(I.A) AGENDA ITEM

<p>• DISCUSSION</p>	<p>CONCLUSIONS/ACTIONS</p>	<p>FOLLOW-UP/ RESP PARTY</p>
<ul style="list-style-type: none"> a) It was her understanding that the County would be allowing the New Alternatives grant to terminate and would be seeking alternative sources for the medical services, which she was actively discussing with the County as a potential contract directly with Palomar Health, instead of another grant b) Director Greer asked if the matter had anything to do with the forensic center at One Safe Place, and Virginia Barragan, VP of Continuum of Care, commented that the County agencies responsible for the two programs had realized there might be more synergy in them both utilizing the services of Palomar Health’s FHS team, but there weren’t any final details available 	<ul style="list-style-type: none"> – The Victim Services Fund was awarded about \$2.2M through December 2023 <ul style="list-style-type: none"> 1) YTD \$221K had been invoiced, and there were \$279K in remaining funds 2) Ms. Shores added that she had been working with the County on renegotiating this contract with a new price-point for the new fiscal year; however, once there were appropriations, this would also no longer be a grant, but would funded through contract straight to the department, not through PHD – The In-N-Out Burger Child Abuse Prevention Project was originally awarded \$73K, and an additional award of \$7K had been received in November <ul style="list-style-type: none"> 1) The application for the 2024 grant had been submitted on June 1st, and Ms. Ebner anticipated the award notification by the end of the year 2) Director Greer requested a reminder for the PH Board to recognize the In-N-Out Foundation at a future meeting for their longstanding support of the programs that ran through PHD o Director Greer also thanked the leaders of the First 5 programs for the invitation to the 10-year celebration <p>• EXPIRED GRANTS (PAGE 25)</p> <ul style="list-style-type: none"> o The Bioterrorism grant expired in 2019, but there was just over \$40K remaining in the fund o The Marjorie Mosher Schmidt grant had also terminated, but there were \$829 remaining in the fund, which would be utilized for nursing education o The CalOES XC Victim Services grant was for a pilot program for the expansion of trauma therapy services, and just over \$93K of the \$100K grant award had been received before it terminated o The CalLEARN Program was similar to the First Steps program, except it was specific to a teen population, and it was terminated by the County in December <ul style="list-style-type: none"> – Of the \$112K grant award, \$55K had been invoiced in FY, and \$6.5K in overhead had been received <ul style="list-style-type: none"> 1) Ms. Barragan stated that the County had split the program out of First Steps, had discovered that it was much harder to run as a tiny piece of a program, so that had just reintegrated it back into the First Steps program, which mean the services were still available 	

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> o In response to an inquiry about the CalOES XC grant, Ms. Shores stated that it was initially funded by the State and went to the County, and the County convened a board to determine what to do with those funds <ul style="list-style-type: none"> – It was the first grant that helped with victim services, and the 2nd pot of money was to help with the victim navigation emergency expenses as a county-wide program <ul style="list-style-type: none"> 1) PH operated the grant, and the funding termed for that service, so rather than PH overseeing the emergency expense funding for the whole county, the County opted to go to a shelter nonprofit agency, and PH still had access to those services – In response to an inquiry from Chairperson Corrales, Ms. Shores indicated that the services could not be provided at One Safe Place, as the XC grant was a full county usage for different services • Chairperson Corrales commented that she was amazed at how involved the program staff were in our community, and their efforts were much appreciated 		

B. First 5 Commission Funded Programs

i. First Steps	<i>Information only</i>	
<ul style="list-style-type: none"> • Utilizing the presentation included as Addendum B, Ms. Barragan, on behalf of Shirin Strauss, Manager of the First Steps Program – funded by The First 5 Commission, presented the update • OVERVIEW (PAGE 27) <ul style="list-style-type: none"> o First Steps was a wonderful program funded through the First 5 tobacco initiative, which provided the opportunity to partner a childhood educator from prenatal to 3 years o Annual funding was about \$1.4M, which covered 17 FTEs, and during the most recent calendar year, the program had served 185 families and made almost 2K home visits • CELEBRATING 10 YEARS (PAGE 28) <ul style="list-style-type: none"> o As the program was celebrating its 10th anniversary, the stats provided looked back at the past 10 years o There had been over 20K parent and child assessments performed o 640 families had been enrolled, most of whom had stayed in the program for almost 3.5 o There had also been over 20K home visits o There had been over 34K referrals to assist the families to obtain everything from healthcare, food, and childcare, and many had been provided housing support through their communities <ul style="list-style-type: none"> – Ms. Barragan was very proud that all of the families had established a medical home and were no longer utilizing the ER as their sole source of medical care – She was also proud to have been able to provide the opportunities for parent/child bonding for breastfeeding, vaccinations, etc. 		

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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- **FAMILIES SUPPORTED (PAGE 29)**
 - Families supported included low-income, immigrant/refugee, and military families, as well as pregnant or parenting teens and families who were recipients of CalWORKs
- **SERVICES PROVIDED (PAGE 30)**
 - Mental health services were a big focus, especially during the COVIC years
 - Lactation support over the years had ensured that the number breastfeeding moms in the program was higher than statistical norms
 - Events—including an annual Christmas event—were sponsored to provide socialization opportunities for the families who might not otherwise have a chance to go out and participate in such an activity due to the cost
- In response to an inquiry by Director Greer, Ms. Barragan stated that the community partners with whom the program worked were Neighborhood Healthcare, Vista Community Clinic and TrueCare
- Ms. Barragan added that the program was blessed to have Dr. Byron Chow, a local pediatrician, to serve not only as the medical director for the First Steps program, but also for the HDS program
 - Dr. Chow had fabulous input and helped to ensure that the First Steps program was taking care of the right families, with any high-risk cases referred to partners in public health nursing

ii. Healthy Development Services (HDS)	Information only	
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- Utilizing the presentation included as Addendum C, Cindy Linder, North Inland Regional Coordinator for Healthy Development Services, presented the update, commenting that the program was going into its 18th year
- **OVERVIEW (PAGE 34)**
 - The team was notified last fall that there would be an Increase in funding of \$325K per year, and the funding had been back-dated to July 1st
 - That brought the annual funding to over \$1.8M per year, which covered 17.5 FTEs
 - The funds allowed the addition of 3 positions onto the team, and provided an opportunity to move into a slightly larger main location
 - 1) As a side note, Ms. Linder stated that soon as those 3 positions had been posted, 5 members of the internal staff at HDS had been promoted within, which left them with 2 open positions, 1 of which had now been filled
 - 2) Any funds that couldn't be spent during the year would be allowed by First 5 to rollover to the next
 - There were 962 children served and 7,291 treatment sessions in the past year, and the program was on target to have a 10% increase in the target numbers, back up to the pre-COVID levels of 1,100 to 1,200 families each year
- **SERVICES (PAGE 35)**
 - Services were provided to children from birth to age 5, and there was no cost to the families for the services

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
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- Targeted children with mild to moderate developmental needs, reviewing each child individually with the community partners to discuss and determine where that child would receive the best services for their needs, with the HDS program available as a gap service
- Examples:
 - 1) There might be a child who needed speech therapy, but the disability wasn't bad enough for them to qualify through health insurance to cover
 - 2) A child exhibiting outrageous behaviors, but there was no deficit in terms of academics, so the school district's options wouldn't be available
- o They were over the COVID hump and were seeing the large majority of the children (75% to 80%) in person vs. virtually, chosen based on what was best for the child and the family
 - The hybrid model provided parents a bit more freedom, allowing some of the parents who otherwise couldn't have participated the opportunity to do so virtually, or mothers with multiple children that same opportunity so they wouldn't have to gather them all to make it to an in-person session
- **OUTCOMES – AREAS OF NEED (PAGE 36)**
 - o Many of the children that were currently being seen as kindergarteners were 1-3 years old during the pandemic, an age where children learn through play and from their peers, which they had been denied
 - That resulted in a higher number of children with deficits in the areas of communication, fine motor skills and problem solving (e.g., if a child dropped a pencil, they didn't know how to retrieve it)
 - o The number of children with moderate delays had increased, and the team worked with those children very closely for 6 to 8 weeks, then the children could remain in the program if significant improvements were in evidence; however, if there wasn't a significant improvement, they would be placed in a higher level of care
- **HERE'S WHAT'S NEXT (PAGE 37)**
 - o Outreach to PCPs and community clinics had been increased
 - o As parental mental health played a huge role in the development of young children, the team was obtaining mental health screening on parents/caregivers
 - o They were also working with their community partners to ensure the families were placed in a medical home
 - o When the NICU was reopened, the team began working with Dr. Golembeski's team to identify the 32-week, later preterm babies who didn't qualify for other services, as those babies were at high risk for developmental delay due
 - The HDS physical therapist visited the NICU weekly, and those mothers were enrolling in HDS services when the babies were as young as 2 month's old

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> In response to an inquiry by Director Edwards-Tate regarding whether the population of children served were predominantly male or female having problems with delays, Ms. Linder stated that 70% of children seen were male, which was in line with the national averages <ul style="list-style-type: none"> She further noted that 30% of the children came to them from preschools, because they had been having behavioral issues in school Director Edwards-Tate thanked her, noting that she understood that the highest level of autism going forward was expected to be male, and she had wondered if there might be a correlation Chairperson Corrales commented that she had been unaware that there was a program that involved the NICU, and Ms. Barragan stated that before the NICU was relocated, there had always been a specialized Occupational Therapist in the unit, and a member of the HDS team would partner with them to review the babies’ needs <ul style="list-style-type: none"> When the NICU was moved and made smaller, the babies with those special needs were sent to Rady facilities down south, and Ms. Linder had pointed out that one of the positive efforts of having taken the services back under the Palomar license was that those babies had been kept in their home area for the same support that had been provided in the past 		

VII. NEW BUSINESS

<p>A. Resolution No. 06.12.23(01)-1 – Acknowledging the Selection of the New Board, Ratifying the Appointment of the Chairperson and Confirming the Election of the Vice-Chairperson for Calendar Year 2023</p>	<p>MOTION: By Chair Corrales, seconded by Director King and carried to approve Resolution No. 06.12.23(01)-1 – Acknowledging the Selection of the New Board, Ratifying the Appointment of the Chairperson and Confirming the Election of the Vice-Chairperson for Calendar Year 2023, as amended to reflect the nominations listed below.</p> <p>Carried by the following vote, taken by roll call: Director Greer – aye; Director Edwards-Tate – aye; Director King – aye; Chairperson Corrales – aye; Absent: Director Hansen</p>	
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- Chairperson Corrales nominated Director Edwards-Tate as Vice-Chairperson
- Chairperson Corrales nominated Director King as Treasurer
- Director Greer nominated herself to remain as Secretary

<p>B. Resolution No. 06.12.23(02)-2 – Confirming Appointment of Corporate Officers for Calendar Year 2023</p>	<p>MOTION: By Director Greer, seconded by Director Edwards-Tate and carried to have the same slate of officers as last year and to approve Resolution No. 06.12.23(02)-2 – Confirming Appointment of Corporate Officers for Calendar Year 2023.</p> <p>Carried by the following vote, taken by roll call: Director Greer – aye; Director Edwards-Tate – aye; Director King – aye; Chairperson Corrales – aye; Absent: Director Hansen</p>	
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BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> The current slate of officers from the last year were: <ul style="list-style-type: none"> Diane Hansen, President; Hubert U. King, Chief Financial Officer; and, Tanya Howell, Secretary 		
<p>C. Amendment 4 to the Administrative Services Agreement with Mary Spencer, MD, for Administrative Oversight of the New Alternatives Contract 1.1.2020 – 1.1.2023</p>	<p>MOTION: By Director Greer, seconded by Director King and carried to approve Amendment 4 to the Administrative Services Agreement with Mary Spencer, MD, for Administrative Oversight of the New Alternatives Contract 1.1.2020 – 1.1.2023.</p> <p>Carried by the following vote, taken by roll call: Director Greer – aye; Director Edwards-Tate – aye; Director King – aye; Chairperson Corrales – aye; Absent: Director Hansen</p>	
<ul style="list-style-type: none"> Ms. Barragan stated that this extension of Dr. Mary Spencer’s Medical Directorship, in which she had been providing administrative oversight for the New Alternatives contract <ul style="list-style-type: none"> As that program was undergoing a transition and would no longer be under the auspices of PHD/HDS, the extension through the end of December would allow a period of transition to assist in the development of the program being developed with the County 		
<p>D. April 2023 & YTD FY2023 Financial Report</p>	<p>MOTION: By x, seconded by x and carried to approve the April 2023 & YTD FY2023 Financial Report as presented.</p> <p>By x, seconded by x and carried to approve Carried by the following vote, taken by roll call: Director Greer – x; Director Edwards-Tate – x; Director Hansen – x; Director King – x; Chairperson Corrales – x</p>	<ul style="list-style-type: none"> It was requested that both fiscal audits from the First 5 Commission be forwarded to the PHD Board
<ul style="list-style-type: none"> Utilizing the presentation included as Addendum D, Ms. Ebner presented the financial report through April 2023 BALANCE SHEET AT APRIL 30, 2023 (PAGE 41) <ul style="list-style-type: none"> Assets showed Cash at just over \$2M Liabilities were in the same amount, with the bulk being the line of credit with PH with a balance of about \$1.7M INCOME STATEMENT AT APRIL 30, 2023 (PAGE 42) <ul style="list-style-type: none"> Revenue from grants had been budgeted at \$275K through April, but they fell short of budget by about \$4K due to decreased salary expenses, in part due to the termination of the CalLEARN program, from which 15% of those salaries and benefits had been budgeted as revenue 		

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

• DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none"> o Revenue Other was the dividend income from the money market account, which had been budgeted based on last year’s performance and had a \$9.6K favorable variance o Total Revenue through April had a positive variance vs. budget of \$5.3K o Total Expenses through April were \$117K, with higher accounting and consulting fees causing a \$3.5K negative variance to budget, having been budgeted based on prior year <ul style="list-style-type: none"> – The consulting fees were for the Management Services Agreement with PH, which had been increased mid-cycle • FINANCIAL TREND FY2019-FY2023 (PAGE 43) <ul style="list-style-type: none"> o Trend over the past 5 years, with light blue representing expenses o The orange was from when research studies went through the now-defunct Research Institute • INDIRECT REVENUE SOURCES APRIL 2023 YTD (PAGE 44) <ul style="list-style-type: none"> o Half of the indirect came from HDS, with the remainder shown as slivers of the pie • Director Greer commented that the team was doing a lot with a little, and Ms. Barragan added that it was positive that they had been able to build into the grants the ability to add in the overhead to cover the small contingent of specialized folks helping from the PH side • Following the financial presentation, there was some discussion related to when the auditors would begin their work, and Mrs. Howell indicated that she would be reaching out to the members of the Audit Committee when that timing was confirmed • Ms. Linder then commented that she had failed to mention the fiscal review conducted by First 5, which was a very detailed audit of the records of the program, with the result having been no instances of noncompliance, and confirmation that the records presented were all well maintained and substantiated, and Ms. Linder gave all the credit to Ms. Ebner • Ms. Barragan stated that a similar audit had also been done with the First Steps program, with the same results <ul style="list-style-type: none"> o In response to an inquiry about those audits having to go before the PHD Audit Committee, Mr. King explained that First 5 as the grantor oversaw their own funding and did a separate audit to confirm that PHD was spending the money according to the rules of the grants o Ms. Barragan added that the overall financial operations of PHD were audited separately by its independent auditors, and that audit would be reviewed before and after with the PHD Audit Committee 		
<p>E. Resolution No. 06.12.23(03)-3 – Setting the Date, Time & Location for the Remaining Board Meeting for Calendar Year 2023</p>	<p>MOTION: By Director King, seconded by Director Greer and carried to approve Resolution No. 06.12.23(03)-3– Setting the Date, Time & Location for the Remaining Board Meeting for Calendar Year 2023 for 12:30 p.m. on Tuesday, December 19, 2023, with the location either in person/virtual as specified on the Resolution.</p> <p>Carried by the following vote, taken by roll call: Director Greer – aye; Director Edwards-Tate – aye; Director King – aye; Chairperson Corrales – aye; Absent: Director Hansen</p>	

BOARD OF DIRECTORS – MEETING MINUTES – MONDAY, JUNE 12, 2023

(I.A) AGENDA ITEM

DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW-UP/ RESP PARTY
<ul style="list-style-type: none">• Mrs. Howell stated that the Board is required to set a date, time and location for the remaining meeting for the Calendar Year, and two dates had been suggested<ul style="list-style-type: none">◦ She further noted that dates in December were being suggested since the second meeting each year needed to be held in that month due to audit scheduling; and both dates in question were dates on which there was already either a PH Board or Board Committee meeting◦ The location would be both in person and virtual, in accordance with the rules of the Palomar Health Board as specified on the Resolution• Chairperson Corrales stated that the dates and times suggested were Monday, December 11, 2023, at 11:00 a.m. (the same day as the PH Board), and Tuesday, December 19, 2023, at 12:30 p.m. (the same date as the PH Audit Committee)• Director Edwards-Tate stated that she had prior commitments on the 11th; but the 19th worked		

VIII. BOARD MEMBER COMMENTS/FUTURE AGENDA ITEMS

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IX. ADJOURNMENT

MOTION: Chairperson Corrales adjourned the meeting at 2:11 p.m.

SIGNATURES:			
PHD Board Chairperson	_____ Terry Corrales, RN	PHD Board Assistant	_____ Tanya Howell

Next Meeting: Tuesday, December 19, 2023 at 12:30 p.m.

ADDENDUM H

**Amendment #12 to the Medical Directorship for the
First 5 First Steps Program**

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Shirin Strauss, M.A., ICCE, IBCLC
Program Manager, First 5 First Steps
Valerie Martinez, Senior Director, First 5 First Steps

Background: The contract amendment #12 is for consultation (chart review) by Byron Chow, MD, as Medical Director for our Palomar Health First 5 First Steps Home Visiting Program (he is not providing direct services). Consultation includes: Chart review in person and by telephone; participation in First Steps Advisory Board; and other meetings as applicable. (NOTE: Dr. Chow is also the medical director for our First 5 funded HDS program.)

Budget Impact: First Steps has budgeted for this contractual agreement. The First 5 Commission of San Diego (our funder) has approved the use of grant funding for these consultant services.

STAFF RECOMMENDATION: Approval of Contract Amendment #12 to the First Steps Medical Director Agreement with Byron Chow, MD.

Motion: X

Individual Action:

Information:

Required Time:

**PALOMAR HEALTH DEVELOPMENT, INC.
AGREEMENT ABSTRACT**

Section Reference	Term/Condition	Term/Condition Criteria
	TITLE	Contract Amendment #12 to the First Steps Medical Director Agreement
	AGREEMENT DATE	July 1, 2023 – June 30, 2024
	PARTIES	Palomar Health First 5 First Steps Program and Byron Chow, M.D.
	PURPOSE	For his services as First Steps Medical Director (consultation only, no direct services).
	SCOPE OF SERVICES	In-person, telephone or remote consultation and chart review. Participation in First Steps Advisory Board, The North County Home Visiting Collaborative created and facilitated by First Steps, and other meetings as applicable.
	PROCUREMENT METHOD	<input type="checkbox"/> Request For Proposal <input checked="" type="checkbox"/> Discretionary
	TERM	July 1, 2023 – June 30, 2024
	RENEWAL	Written annual renewal
	TERMINATION	Evergreen contract, with review and written renewal at one-year intervals
	COMPENSATION METHODOLOGY	Hourly
	FMV ASSESSMENT COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO – DATE: 10/19/2016, Grant funded at contracted rate
	BUDGETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO – IMPACT:
	EXCLUSIVITY	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN:
	JUSTIFICATION	To be sure our families are not medically too high risk for our program, and to identify the need for physician referrals as applicable.
	AGREEMENT NOTICED	<input type="checkbox"/> YES <input type="checkbox"/> NO Methodology & Response:
	ALTERNATIVES/IMPACT	
	Duties	<input checked="" type="checkbox"/> Provision for Staff Education <input checked="" type="checkbox"/> Provision for participation in Quality Improvement <input checked="" type="checkbox"/> Provision for chart review
	COMMENTS	We are pleased to have the opportunity to work with Dr. Chow for another year as Medical Director for First Steps.
	APPROVALS REQUIRED	<input checked="" type="checkbox"/> Dept/Program Director <input checked="" type="checkbox"/> CFO <input checked="" type="checkbox"/> BOD

Contract Amendment #9 to the Medical Directorship for The First 5 Healthy Development Services Program

TO: Palomar Health Development Board

MEETING DATE: Tuesday, December 19, 2023

FROM: Cindy Linder, RN, BSN
Regional Coordinator Healthy Development Services
Valerie Martinez, Senior Director, Healthy Development Services

Background: This is Amendment No. 9 to the 1.1.2011 Medical Director Agreement for the First 5 Healthy Development Program. The agreement is for consultation (chart review) by Byron Chow, MD (he does not provide direct services). Consultation includes: Chart review in person and by video services; participation in HDS Advisory Board; and other meetings as applicable. (NOTE: Dr. Chow is also the medical director for our First 5 First Steps program).

Budget Impact: Healthy Development Services has budgeted for this contractual agreement. The First 5 Commission of San Diego (our funder) has approved the use of grant funding for these consultant services.

STAFF RECOMMENDATION: Approval of Amendment No. 9 to the Healthy Development Services Medical Director Agreement with Byron Chow, MD.

Motion: X

Individual Action:

Information:

Required Time:

PALOMAR HEALTH DEVELOPMENT, INC. – AGREEMENT ABSTRACT

Section Reference	Term/Condition	Term/Condition Criteria
	TITLE	Amendment No. 9 to the 1.1.2011 Medical Director Agreement for the First 5 Healthy Development Services Program
	AGREEMENT DATE	July 1, 2023
	PARTIES	Palomar Health Development, Inc., and Byron Chow, M.D.
	PURPOSE	For his services as HDS Medical Director (consultation only, no direct services).
	SCOPE OF SERVICES	In-person or telephone consultation and chart review. Participation in HDS Advisory Board and other meetings as applicable.
	PROCUREMENT METHOD	<input type="checkbox"/> Request For Proposal <input checked="" type="checkbox"/> Discretionary
	TERM	July 1, 2023 – June 30, 2024
	RENEWAL	Written annual renewal until suspension of program (5 years of initial/current funding and probability for second 5-year term).
	TERMINATION	Evergreen contract, with review and written renewal at one-year intervals
	COMPENSATION METHODOLOGY	Hourly
	FMV ASSESSMENT COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO – DATE: 10/19/16
	FMV ASSESSMENT COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO – DATE: Grant funded at contracted rate
	BUDGETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO – IMPACT:
	EXCLUSIVITY	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN:
	JUSTIFICATION	Physician review is required to provide therapy services.
	AGREEMENT NOTICED	<input type="checkbox"/> YES <input type="checkbox"/> NO Methodology & Response:
	ALTERNATIVES/IMPACT	
	Duties	<input checked="" type="checkbox"/> Provision for chart review <input checked="" type="checkbox"/> Provision for participation in Quality Improvement
	COMMENTS	We are pleased to have the opportunity to work with Dr. Chow for another year as Medical Director for HDS.
	APPROVALS REQUIRED	<input type="checkbox"/> VP <input type="checkbox"/> CFO <input type="checkbox"/> CEO <input type="checkbox"/> BOD Committee _____ <input type="checkbox"/> BOD