

MARIN HEALTHCARE DISTRICT

100-B Drake's Landing Road, Suite 250, Greenbrae, CA 94904

Telephone: 415-464-2090

Fax: 415-464-2094

Website: www.marinhealthcare.org

Email: info@marinhealthcare.org

BOARD OF DIRECTORS LEASE & BUILDING COMMITTEE MONDAY, AUGUST 2, 2021 @ 5:00 P.M.

Committee:

Chair: Ann Sparkman, RN/BSN, JD

Member: Brian Su, MD

Executive: David Klein, MD, CEO

Support: Louis Weiner, Executive Assistant

Location:

Via Zoom video conference:

<https://mymarinhealth.zoom.us/join>

Meeting ID: **966 7181 8927**

Passcode: **355103**

Or via Zoom telephone conference:

1-669-900-9128

AGENDA

- | | | <u>ATTACHMENT</u> |
|---|----------|-------------------|
| 1. Call to Order / Roll Call / Approval of the Agenda (action) | Sparkman | |
| 2. Approval of the Minutes of the MHD Lease & Building Committee Meeting of April 5, 2021 (action) | Sparkman | #1 |
| 3. Public Comment
<i>Any member of the audience may make statements regarding any item NOT on the agenda. Statements are limited to a maximum of three (3) minutes. Please state and spell your name if you wish it to be recorded in the minutes.</i> | Sparkman | |
| 4. Planning for Next Community Health Webinar | Sparkman | |
| 5. Process of Review and Revision of MHD Policies & Procedures | Klein | #2 |
| 6. Recruiting Community Members to Committee | Sparkman | #3 |
| 7. Adjournment | Sparkman | |

The agenda for the Meeting will be posted and distributed at least seventy-two (72) hours prior to the meeting. In compliance with the Americans with Disabilities Act, if you require accommodations to participate in a District meeting, please contact the District office at 415-464-2090 at least 48 hours prior to the meeting. Meetings open to the public are recorded and the recordings are posted on the District web site.

Tab 1

MARIN HEALTHCARE DISTRICT

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Board of Directors Lease and Building Committee Monday, April 5, 2021 @ 5:00 pm VIA WEBEX

MINUTES

1. Call to Order

Chair Sparkman called the meeting to order at 5:01 pm.

2. Roll Call / Approval of Agenda / Approval of Minutes

Committee members present via Webex: Ann Sparkman, RN/BSN, JD, Chair; Brian Su, MD

Staff members present: David Klein, MD, CEO; Louis Weiner, Executive Assistant

Guests present: Kara Connors; Jessica Colvin; Michelle Mazza, MD

Agenda approval: It was moved, seconded and carried to approve the agenda as presented.

Minutes approval: It was moved, seconded and carried to approve the minutes of the meeting of March 24, 2021.

3. Public Comment

There was no public comment.

4. Planning Next Community Health Webinar: “Teen Mental Health in the Time of COVID”

Ms. Sparkman explained that the webinar will be on Wednesday, April 21 at 5:30 for one hour. 3 panelists would each speak for 15 minutes, with a 15-minute Q&A period at the end. She proposed:

1. Heather Johnson of Huckleberry Youth Programs, on day-to-day management and preventative care during the pandemic;
2. Kara Connors of Marin HHS, on crisis and suicide ideation;
3. Dr. Michelle Mazza on post-crisis and Dialectical Behavior Therapy;
4. Jessica Colvin, Tam HS District, to offer comments during the above units.

All agreed on this format. The panelists agreed to meet virtually within the next week to come up with the agenda.

The webinar will be on Zoom. Mr. Weiner will manage organization, communication, production, and publicity.

5. Adjournment

Ms. Sparkman adjourned the meeting at 5:30 pm.

Tab 2



Policies & Procedures Update Project

Policies and Procedures on file as of July 22, 2021

MEETINGS

1. Board Meetings (Aug. 2015)
2. Closed Sessions (Sept. 2005)
3. Committee Meetings (June 2005)

LEGAL

4. Guidelines for Legal Counsel (Sept. 2002)
5. Claims and Litigation (Sept. 2002)
6. Conflict of Interest Code (Oct. 2018)
7. Public Records (Sept. 2004)
8. Patient Communication (Sept. 2002)

FINANCIAL

9. Financial Procedures and Internal Controls (Sept. 2016)
10. Investment – Corporate Portfolio (Aug. 2016)
11. Investment – Bond Proceeds (Aug. 2016)
12. Community Health Grant (Aug. 2014)
13. Travel Expense Reimbursement (March 2010)
14. Non-Travel Expense Reimbursement (Jan. 2011)

PERSONNEL

15. Personnel (2004)
16. PTO (Jan. 2011)
17. Holidays (Mar. 2010)

Tab 3

Section 6. Executive Assistant. The Executive Assistant to the District executive officer, or his/her designee, shall assist the Secretary in performing the Secretary's duties and shall perform other administrative duties on behalf of the Board.

ARTICLE V

BOARD COMMITTEES

Section 1. General Provisions.

(a) Committees of the Board shall be standing or ad hoc. The committee members and chair shall be appointed by the Chair, subject to the approval or ratification of the Board. Standing Committee appointments and Board approval shall be made at the Regular Meeting following the election of the Chair of the Board.

(b) All committees shall be advisory to the Board unless otherwise specified by the Board, whose purpose and progress shall be periodically reviewed by the Board.

(c) Each Committee, Standing or Ad Hoc, shall be assigned two (2) District Directors, one of whom shall be the committee chair. Up to three non-District Board Directors, ("Community Members") may be appointed as advisory members of the committee, and they will serve without a vote. Community Members may be recommended to the District Board Chair by the Committee Chair, or any other source within the District or MGH Corporation organizations, or the community. Proposed Community Members shall be residents of the District, and shall be interviewed by the Board or Committee Chair, or both, and shall submit a curriculum vitae for Board review. The Board will act upon the recommendation for appointment coming from the Board Chair for a term subject to annual renewal when Committee appointments are approved as provided in Section 1 (a) above. Upon appointment and upon any annual renewal of appointment, Community Members shall submit a Conflict of Interest Disclosure Statement to the District. The Board Chair shall be an ex officio member of Standing Committees, but may vote only if an actual member of the committee.

(d) Each District Director member of a committee shall be entitled to vote on the committee.

(e) In the event a District Director member of a committee cannot attend a committee meeting, the Chair may designate another District Director as a voting substitute.

(f) The committees shall be assisted by staff and consultants to the District in the manner set forth by policies and procedures of the Board.

Section 2. Standing Committees.

(a) Standing Committees of the Board are the following: (i) Finance and Audit and (ii) Lease and Building. Standing Committees shall hold meetings at times as agreed by committee members or as directed by the Board, but no less than quarterly.