



**SONOMA VALLEY HEALTH CARE DISTRICT
 GOVERNANCE COMMITTEE
 REGULAR MEETING AGENDA
 TUESDAY, DECEMBER 30, 2014
 8:30AM**

**LOCATION: SOLARIUM CONFERENCE ROOM
 347 ANDRIEUX STREET, SONOMA, CA 95476**

AGENDA ITEM	RECOMMENDATION	
MISSION STATEMENT <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i>		
1. CALL TO ORDER/ANNOUNCEMENTS	<i>Boerum</i>	
2. PUBLIC COMMENT SECTION <i>At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Committee at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Committee consideration.</i>	<i>Boerum</i>	
3. CONSENT CALENDAR <ul style="list-style-type: none"> • Minutes 11.25.14 	<i>Boerum</i>	Action
4. DRAFT POLICY FOR EXEMPTIONS FROM PARCEL TAX	<i>Hohorst</i>	Inform/Action
5. ANNUAL GC REPORT 2014	<i>Hohorst</i>	Inform/Action
6. GC WORKPLAN 2015	<i>Hohorst</i>	Inform/Action
7. BOARD MEMBER COMMENTS	<i>Boerum/Hohorst</i>	Inform/Action
8. ADJOURN Next meeting January 27, 2015	<i>Boerum</i>	

3.

CONSENT



**SONOMA VALLEY HEALTH CARE DISTRICT
GOVERNANCE COMMITTEE **MINUTES**
TUESDAY, NOVEMBER 25, 2014
4:00 PM**

**LOCATION: 1ST FLOOR SOLARIUM
347 ANDRIEUX STREET, SONOMA, CA 95476**

AGENDA ITEM	RECOMMENDATION	
MISSION STATEMENT <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i>		
1. CALL TO ORDER/ANNOUNCEMENTS Meeting called to order at 4:00pm	<i>Hohorst</i>	
2. PUBLIC COMMENT SECTION <i>At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Committee at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Committee consideration.</i>	<i>Hohorst</i>	
3. CONSENT CALENDAR <ul style="list-style-type: none"> • Minutes 10.28.14 	<i>Hohorst</i>	Action MOTION to approve Consent by Nevins. All in favor.
4. ACHD CERTIFICATION FOR “BEST PRACTICES IN GOVERNANCE” Ms. Nevins moved to recommend to the Board of Directors for approval on December 4, 2104.	<i>Hohorst</i>	Action MOTION to approve Certification by Nevins. All in favor.
5. ANNUAL APPROVAL OF COMPLIANCE PLAN	<i>Davis/Jensen</i>	Action MOTION to approve Compliance Plan by Nevins. All in favor.
6. ADJOURN Meeting adjourned at 4:30pm Next meeting January 6, 2015 (Dec. 2014 meeting)	<i>Hohorst</i>	

4.

**DRAFT POLICY FOR
EXEMPTIONS FROM
PARCEL TAX**



Meeting Date: January 8, 2014
Prepared by: Peter Hohorst, Board Member
Agenda Item Title: Parcel Tax Exemption Criteria and Process

Recommendations:

That the Board approve the attached Parcel Tax Exemption Criteria and Process Policy in order to ensure compliance with the Parcel Tax measure passed by the voters on March 6, 2011.

Background:

The Parcel Tax measure that was passed by the voters on March 6th, 2012 stipulated that exemptions from the parcel tax would be governed by the following wording in the Parcel Tax measure:

“The following exemption will apply to the levy and collection of the parcel tax: with respect to multiple parcels that are contiguous and in the same ownership and that cannot be individually sold, leased (except for agricultural purposes) or financed, only one such parcel will be subject to the parcel tax.”

In order to comply with this provision in a fair and equitable manner, applicants for an exemption will be requested to provide the following information.

- The parcel numbers of the parcels owned for which the owner is applying for an exemption, including the parcel number of the one parcel that will continue to be subject to the parcel tax.
- A sketch showing the relationship of the parcels to each other (parcels must be contiguous)
- A statement indicating why the parcels are subject to the condition that they cannot be “individually sold, leased or financed”.

This exemption must be applied for annually by July 30th of each year in order for the Hospital to notify the County by August 15th of the parcels that will be excluded from the parcel tax. A reminder notice will be sent on July 1st of each year to the owners who qualified for the exemption in the prior year.

Consequences of Negative Action/Alternative Actions:

Requests for exemptions will not be processed in a uniform manner

Financial Impact:

An exemption that is not deserved results in a loss of revenue for the year.

Attachment: Parcel Tax Exemption Criteria and Process Policy



PARCEL TAX EXEMPTION CRITERIA AND PROCESS POLICY

It is the Policy of the Sonoma Valley Health Care District to treat all requests for exemptions from the Parcel Tax in a consistent and impartial manner. The Parcel Tax measure passed on March 6, 2012 specified the conditions for qualifying for an exemption.

“The following exemption will apply to the levy and collection of the parcel tax: with respect to multiple parcels that are contiguous and in the same ownership and that cannot be individually sold, leased (except for agricultural purposes) or financed, only one such parcel will be subject to the parcel tax.”

In order to comply with this provision in a fair and equitable manner, applicants for an exemption will be requested to provide the following information.

- The parcel numbers of the parcels owned for which the owner is applying for an exemption, including the parcel number of the one parcel that will continue to be subject to the parcel tax.
- A sketch showing the relationship of the parcels to each other (parcels must be contiguous)
- A statement indicating why the parcels are subject to the condition that they cannot be “individually sold, leased or financed”.

This exemption must be applied for annually by July 30th of each year in order for the Hospital to notify the County by August 15th of the parcels that will be excluded from the parcel tax. A reminder notice will be sent on July 1st of each year to the owners who qualified for the exemption in the prior year.

5.

ANNUAL REPORT
2014



Meeting Date: January 8, 2014

Prepared by: Bill Boerum, Governance Committee Chair
Peter Hohorst, Governance Committee Member

Agenda Item Title: Governance Committee (GC) Annual Review for 2014

Recommendation: That the Governance Committee Annual Review be approved by the Board with no changes to the GC Charter.

Background:

Eugenia Betta has been available to provide clerical support with agendas and preparation of the final meeting minutes, and has been invaluable to the GC in its efforts.

The following has been achieved (or not achieved) according to the charter:

- 1) New Member Orientation
 - a. The Board's new member orientation and reference manual was updated and given to Joshua Rymer
 - b. The orientation manual and reference manual is about 3 inches thick and is a formidable study assignment for new Board members. The material is necessary from a reference standpoint, but a shorter "orientation only" section may be appropriate (Possible action item for GC 2015 Action Plan.)
- 2) Continuing Education of the Board
 - a. In 2014 the Board held its annual offsite at George Ranch in Sonoma, which was attended by the Board and the CEO.
 - b. In 2014 the Board had a Legislative Update Report, provided by Art Sponseller, President and Chief Executive Officer of HCNCC.
 - c. In 2014 the Board had a presentation on the Partnership HealthPlan, provided by Elizabeth Gibboney, Deputy Executive Director and Chief Operating Officer of Partnership HealthPlan of California.
 - d. In 2014 the Board, received the Portrait of Sonoma County Human Development Report from Beth Dadko, Sonoma County Department of Health Services.
 - e. In 2014 the Board received an update on The Sonoma Valley School District Health and Education Initiatives from Louann Carlomango, Superintendent, Sonoma Valley Unified School District.
 - f. In 2014 the Board received a presentation on the Sustainable Sonoma, a Vision from Caitlin Cornwall, Sonoma Ecology Center
 - g. The Board also received the seven reports from SVH staff members
 - h. The Governance Committee wishes to thank the Chair and the CEO for arranging for these presentations.

- i. The Board did not attend an off-site conference during 2014. An off-site conference has been selected for 2015.

3) Board Self Assessment

In November 2014 a Board self assessment was completed by all 5 board members and the CEO. It was discussed at the offsite retreat. (Possible action item for GC 2015 Action Plan is a search for a new self assessment “monkey tool”)

4) Monthly Board Development

The GC should assess the Board Reading initiative in the GC Charter in 2015 and consider replacing it with monthly presentations.)

5) Develop Policies and Recommend Decisions

The following board policies and documents were reviewed and approved in 2014:

1. 2014 Work Plan, Charter Review & Charter Amendments
2. Community Funding Policy
3. Gift Ticket & Honoraria Policy
4. Media Policy
5. Annual Compliance Plan
6. MGH-SVH Affiliation Agreement

6) Oversight:

- a. In December 2014 the GC Annual Review was completed and this report is the product of that review.
- b. The GC verified that the Board was in compliance with AB 1234, Ethics Training.
- c. Compliance Committee reports were not provided to the GC as scheduled in 2014, due in part to the lack of a permanent Compliance Officer. The approval of the Compliance Plan at the December Board meeting will correct that deficiency for 2015

2) Legislation:

- a. Legislative positions were taken and letters written, in accordance with the Board’s Legislative Policy.

3) Annual GC Calendar:

- a. Reviewed the GC Charter for updating—two minor wording changes were recommended.
- b. The charters for the Finance Committee, the Quality Committee and the Audit Committee were reviewed and changes brought to the Board for approval.
- c. No audits or reports and hospital responses were submitted to the GC by the CEO for its review. (Only required when the audit or report is not referred to the Quality or Audit Committees, i.e., the GC is only charged with the review of audits not assigned to other committees.)
- d. The Code of Conduct needs to be reviewed. (Action item for the GC 2014 Work Plan.)

4) GC Membership:

- a. Member ship continues as the Secretary and one other Board member appointed by the Board Chair and ratified by the Board. The Chair is similarly selected.

5) Frequency of QC Meetings

- a. The GC charter calls for a minimum of six meetings annually. The GC met 9 times,

- 6) Public Participation:
 - a. The GC complied with Brown Act.
 - b. No members of the public attended any GC meeting.

- 7) Frequency of Review/Revision:
 - a. Charter reviewed as mentioned above

2014 Work Plan items remaining to be completed, not including the items mentioned above, are the following:

- 1) Facility Procurement Policy (as differentiated from the Procurement of Materials, Supplies and Equipment)
- 2) Board approval of definition of “Best Value” and “Competitive Means” as used in procurement policies.
- 3) Assess Standing Committee members and Standing Committee membership needs. (Possible action item for the GC 2015 Work Plan.)

Consequences of Negative Action/Alternative Actions: The Board will not receive the GC 2014 Report.

Financial Impact: None

Selection Process and Contract History: None.

Board Committee:

Governance Committee unanimously recommends acceptance of this report.

Attachment(s): None.

6.

GC WORKPLAN 2015

2015 GOVERNANCE COMMITTEE WORK PLAN

<p>January</p> <ul style="list-style-type: none"> • Annual Work Plan 2015 • Parcel Tax Exemption Policy 	<p>February</p> <ul style="list-style-type: none"> • ACHD Governance Certification submission • Compliance with AB 2040 • Web site review 	<p>March</p> <ul style="list-style-type: none"> • Board Ethics training status • Form 700 compliance status 	<p>April</p> <ul style="list-style-type: none"> • Contracting procedures review, Best Value, Competitive Means definitions • Facility Contracting Policy
<p>May</p> <ul style="list-style-type: none"> • Orientation manual review • Review of Board policies 	<p>June</p> <ul style="list-style-type: none"> • CEO annual objectives 	<p>July</p>	<p>August</p> <ul style="list-style-type: none"> • Compliance Report • CEO performance evaluation and compensation • Advise committees of charter review
<p>September</p> <ul style="list-style-type: none"> • Standing Committee Charter Review 	<p>October</p> <ul style="list-style-type: none"> • Board annual retreat plan • Legislation Review • Board self assessment 	<p>November</p> <ul style="list-style-type: none"> • 	<p>December</p> <ul style="list-style-type: none"> • Annual review of GC performance • Annual work plan 2016

COMPLETED

IN PROCESS

UNDONE

Ongoing:

- Review and recommend legislation
- Monthly Board Development
- Review Board Policies
- From 2012 work plan, draft policies and decisions regarding governance performance and submit them to our Board for deliberation and action.
- Recommend quantitative measures to be employed by our Board to assess governance performance and contributions.
- Conduct the annual review of governance performance measures and submit an analysis to our Board for deliberation and action
- Conduct an assessment of Standing Committee members, vacancies and the desired traits for new members and alternates

7.

BOARD MEMBER COMMENTS