



**SONOMA VALLEY HEALTH CARE DISTRICT  
GOVERNANCE COMMITTEE MEETING  
AGENDA  
TUESDAY, MAY 29, 2018  
8:30 AM**

**ADMINISTRATIVE CONFERENCE ROOM  
347 ANDRIEUX STREET, SONOMA, CA 95476**

AGENDA ITEM	RECOMMENDATION	
In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District meeting, please contact the Interim District Clerk, Vivian Woodall, at <a href="mailto:vwoodall@svh.com">vwoodall@svh.com</a> or (707) 935.5005 at least 48 hours prior to the meeting.		
<b>MISSION STATEMENT</b> <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i>		
<b>1. CALL TO ORDER/ANNOUNCEMENTS</b>	<i>Hohorst</i>	
<b>2. PUBLIC COMMENT SECTION</b> <i>At this time, members of the public may comment on any item not appearing on the agenda. It is recommended 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.</i>	<i>Hohorst</i>	
<b>3. CONSENT CALENDAR:</b> • GC Minutes for 03.27.18	<i>Hohorst</i>	Action
<b>4. REVIEW OF COMMUNITY FUNDING POLICY #P-2014.02.06-1</b>	<i>Hohorst</i>	Inform/Action
<b>5. REVIEW OF RESIDENCY REQUIREMENTS POLICY #P-2014.01.09</b>	<i>Hohorst</i>	Inform/Action
<b>6. ADJOURN</b>	<i>Hohorst</i>	



**SONOMA VALLEY HEALTH CARE DISTRICT  
 GOVERNANCE COMMITTEE MEETING  
 MINUTES  
 TUESDAY, March 27, 2018  
 8:30 AM**

**ADMINISTRATION CONFERENCE ROOM  
 347 ANDRIEUX STREET, SONOMA, CA 95476**

	RECOMMENDATION	
<b>MISSION STATEMENT</b> <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i>		
<b>1. CALL TO ORDER/ANNOUNCEMENTS</b> Called to order at 8:30 am	<i>Hohorst</i>	
<b>2. PUBLIC COMMENT SECTION</b> No public comment	<i>Hohorst</i>	
<b>3. CONSENT CALENDAR</b> <ul style="list-style-type: none"> <li>• GC Minutes For 01.23.18</li> </ul>	<i>Hohorst</i>	Action
		<b>MOTION:</b> by Hohorst to approve. All in favor.
<b>4. REVIEW OF GIFT ACCEPTANCE POLICY #P-2013.06.06-3</b> The Board's Gift Acceptance Policy was compared with the Foundation's Gift Acceptance Policy. Both were identical. No changes were recommended.	<i>Hohorst</i>	Inform/Action
		<b>MOTION:</b> by Boerum to forward the existing policy to the Board for re-approval. All in favor.
<b>5. REVIEW OF GIFT, TICKET, AND HONORARIA POLICY #P-2014.02.06-2</b> The Gift, Ticket and Honoraria Policy was reviewed. A change in the maximum value of a gift that can be accepted was increased from \$440 to \$470 as now allowed by the Political Reform Act (at Government Code Section 89503) and the Fair Political Practices Commission (FPPC) Regulations. No other changes were recommended.	<i>Hohorst</i>	Inform/Action
		<b>MOTION:</b> by Boerum to forward the revised policy to the Board for approval. All in favor.
<b>6. ADJOURN</b> Meeting adjourned at 9:15 am	<i>Hohorst</i>	



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## COMMUNITY FUNDING # P-2014.02.06-1

### I. PURPOSE

- A. The purpose of this Community Funding Policy ("Policy") is to ensure that all funds and other resources of Sonoma Valley Health Care District (SVHCD or District) are expended in furtherance of valid public purposes in full accordance with applicable laws and the rules in this Policy.
- B. This Policy sets forth procedures and standards for consideration, approval and administration of potential expenditures of SVHCD resources in the areas of community benefit support and community benefit marketing.

### II. POLICY

It is the general policy of the SVHCD not to fund requests for community benefit support and marketing due to the District's constrained finances, and because without the parcel tax approved by the voters the District would not be able to continue to operate. However, any Board Member, or the CEO, can bring a written request to the Board for its consideration at a Regular or Special Board meeting. Only the Board can approve such expenditure, and all approvals must be in advance of the event/expenditure. When considering such expenditure it is the policy that the SVHCD shall:

- A. Ensure compliance with State law prohibitions on unlawful expenditures or gifts of public funds, including as specifically addressed in Sections 5 and 6 of Article XVI of the California Constitution, Government Code Section 8314, Code of Civil Procedure Section 526a and Penal Code Sections 424, et seq.
- B. Expend Agency resources only in furtherance of the District's statutory purposes and in the exercise of powers set forth or implied in SVHCD's enabling legislation (California Health and Safety Code Sections 32000, et seq.).
- C. Distribute all tickets/passes according to the Fair Political Practices Commission §18944.1. Gifts: Agency Provided Tickets or Passes.
- D. Expend District resources only in the furtherance of its mission and vision related to improving the healthcare of our region and beyond.
- E. Make expenditures related to community funding and marketing only after consideration pursuant to this Policy and an evaluation of the financial capacity of SVHCD to make such expenditures.
- F. Not provide Community Funding to support or oppose campaigns for against political candidates or ballot measures.
- G. Not provide Community Funding to or in aid of any religious sect, church, creed, or sectarian purpose, or to help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed, church, or sectarian denomination.
- H. Not provide Community Funding for endowment funds.

I. Not provide funding for multi-year requests, each request shall be submitted for consideration each year. Requests may be funded in successive years if approved separately each year.

### **III. DEFINITIONS**

A. "Community Funding" means SVHCD resources – including tax revenue or other funds, materials or in-kind support – given to or spent to support any individual, organization, or entity for the purpose of benefitting the healthcare of the region served by SVHCD, including the areas within and surrounding the SVHCD jurisdictional boundaries. Community funding can include money or materials/in-kind benefits. There are two types of Community Funding: Community Benefit Support and Marketing Support.

B. "Community Benefit Support" is resources given or spent for the purpose of improving the healthcare of the SVHCD community. Examples include contributions to community events at which individuals can benefit from health screenings or wellness screenings, community health education, and contributions to community health clinics.

C. "Marketing Support" means resources given or spent to promote the business, mission and goals of SVHCD and the services SVHCD provides. Examples include advertisements of SVHCD services at community events or in local organization publications. "Marketing Support" does *not* include advertising in, on or through newspaper, radio, television, social media or direct mail, except when such advertising is associated with a specific community event hosted by an entity other than SVHCD itself.

D. "Materials or In-kind Support" is resources other than money, including time and materials.

### **IV. PROCEDURES**

A. Community Funding Committee ("Committee").

1. The Chief Executive Officer (CEO) may create a Community Funding Committee to maintain the integrity of the procedures set forth in this Policy. In the absence of such a Committee, the duties and responsibilities assigned to the Committee in this Policy shall be carried out by the CEO.

2. The Community Funding Committee shall conduct the following activities:

a. Meet monthly (or less often if no requests are pending) to review requests for Community Funding and present recommendations on funding decisions to the CEO.

b. Review this Policy at least once every three years to ensure that Implementation of this Policy remains consistent with the Policy's purpose, and then report on its findings and recommendations for changes to the Board.

c. By April of each year, evaluate the prior year's Community Funding activities for alignment with the SVHCD strategic plan and provide recommendations for the next year's Community Funding budget to the Finance Committee and the Board in the annual budget process. These recommendations shall include planned community events, tentative line-item expenses and a total budget projection for the upcoming fiscal year included in the annual budget.

3. The CEO shall, at least monthly (or less often if no Committee recommendations are pending), review recommendations of the Committee and

determine whether, in turn, to recommend Community Funding awards to the Board of Directors.

**B. Community Funding Requests and Decisions.**

1. All Committee and CEO decisions related to Community Funding shall be made pursuant to the procedures set forth in this Policy.
2. All applicants for Community Funding, including SVHCD officers or employees, shall submit a Community Funding Request Form (see Attachment A as an example) to SVHCD Administration for Committee review. The Request Form can be accessed from the CEO's Office or by mail, email, or in person.
3. Community Funding Request Forms shall be submitted at least 60 days prior to proposed events or endeavors that are the subject of the request. Each event or endeavor requires submittal of a new Community Funding Request Form. Requests for support of annual events shall be submitted annually; no multiple year requests shall be submitted or approved.
4. The Committee shall limit Community Funding expenditures to the amounts set forth in the adopted SVMHS Budget for such purpose.
  - a. Community Benefit Support may only be granted following a review and recommendation by the Committee/CEO, and action by the SVHCD Board of Directors.
  - b. Marketing Support may only be granted following recommendation by the Committee/CEO, and action by the SVHCD Board of Directors.
  - c. The CEO shall ensure applicants for Community Funding shall be promptly notified of the disposition of their request in writing.

**C. Budgeting and Tracking of Community Funding Expenditures.** For budgeting and resource tracking purposes, Community Funding expenditures shall be designated as follows: Community Benefit Support will be assigned to budget code# and Marketing Support will be assigned to budget code #.

**D. Policy Review.** Decisions made and actions taken pursuant to this Policy shall be reviewed by the CEO at least once every three years to ensure compliance and alignment of Community Funding decisions with SVHCD's strategic plan and vision, mission and goals.

**E. Tickets and Related Benefits.** If SVHCD receives event tickets or other benefits in response to the provision of Community Funding, such as in exchange for sponsorship of a community event, such benefits shall be managed according to the SVHCD Gift, Ticket and Honoraria Policy

**V. EDUCATION**

The CEO shall cause the Community Funding Committee, associated departments, and others, as appropriate, to receive training on this Policy during the annual budget process and following any Policy revisions.

**VI. DOCUMENTATION**

As detailed above:

- A. All applicants for Community Funding shall complete and submit a Community Funding Request Form (Attachment A).

- B. The Community Funding Committee shall utilize the Community Funding Request Form (Attachment A) to consider and support recommendations to the CEO.
- C. The CEO shall ensure applicants for Community Funding shall be promptly notified of the disposition of their request in writing.
- D. The Committee shall maintain all documentation related to Community Funding requests, including completed Community Funding Request forms; records of Committee and CEO Community Funding Request evaluations and recommendations; and notices of Community Funding awards or request denials, in compliance with the SVHCD record retention policy.
- E. Deliberations on and outcomes of Board of Directors consideration of any requests shall be reflected in the minutes of the Board.
- F. The SVH Foundation is separately responsible for maintaining records of all tickets and related benefits received and the distribution thereof.

**VII. REFERENCES**

- A. Sonoma Valley Health Care District Strategic Plan
- B. Article XVI, Sections 5 and 6, California Constitution
- C. California Government Code Section 8314
- D. California Code of Civil Procedure Section 526a
- E. California Penal Code Sections 424, et seq.
- F. Fair Political Practices Commission §18944.1. Gifts: Agency Provided Tickets or Passes

**Attachment A**  
**Sample Community Funding Request Form**

*For consideration this form must be received 60 days prior to the event/activity.  
Please complete this form and return to:  
Sonoma Valley Health Care District  
Office of the Chief Executive Officer  
347 Andrieux Street  
Sonoma, CA 95476*

Email: *administration@svh.com*

**Applicant Information**

Organization Name:

Name of Individual Completing Form:

Mailing Address:

Phone: Fax:

Email: Organization Website:

501(c) (3) tax identification number, if applicable:

If a not-for-profit organization, attach applicable status determination letter.

**Community Funding Request Information**

Type of Community Funding requested: \_\_\_\_ Monetary Support

\_\_\_\_ Materials/ In-kind Support

\_\_\_\_ Monetary and Materials/In-kind Support

Amount of Community Funding Requested: \_\_\_\_\_ Monetary Support

\_\_\_\_\_ Materials/ In-kind Support

How will the Community Funding be used?

Has this organization requested and/or received Community Funding from SVHCD before and, if so, how much and when?

What kinds and amounts of support are being provided by other sponsors?

Date by which support is required:

*If Community Funding request relates to a specific activity or event:*

Name of Event/Activity:

Date of Event/Activity:

Location of the Event/Activity:

Brief description of the Event/Activity, including purpose, and target attendees/participants and planned publicity/outreach:

*If Materials/In-kind Support is requested:*

Descriptions and quantities of materials/in-kind support requested:

**Community Benefit Questions:**

How will the requested SVHCD Community Funding be used to promote / benefit the health and wellness of the SVHCD residents/community?

**SVMHS Mission, Vision and Values:**

*The Mission of Sonoma Valley Health Care District is to restore, maintain and improve the health of everyone in our community.*

*Our vision is that we will be a nationally recognized, compassionate place of healing known for excellence in clinical quality. We serve as the guide and indispensable link for our community's health care journey.*

*Our Values are C-R-E-A-T-I-N-G:*

*Compassion: We show consideration of the feelings of others at all times.*  
*Respect: We honor and acknowledge the value of the people, places and resources in providing care.*  
*Excellence: We strive to exceed the expectations of the people we serve.*  
*Accountability: We are reliable, self-responsible owners of the outcomes of our organization.*  
*Teamwork: We are productive and participative staff members who energize others.*  
*Innovation: We seek new and creative solutions to deliver quality health care.*  
*Nurturing: We cultivate, develop and educate those with whom we work to achieve their highest potential.*  
*Guidance: We direct and lead our community members through their health care journey and in health improvement.*

How will the requested SVHCD Community Funding be used to support the above mission, vision and goals?

**Marketing Funding Questions:**

How will the requested SVHCD Community Funding be used to promote SVH in the SVHCD?

What promotional opportunities, if any, will be available to SVHCD:

Ad space  Booth  Banners

Use of logo  Other:

**Additional Comments:**

**Affirmations:**

I certify that the information provided in this Community Funding Request is true and correct and that I am authorized by this organization to submit this funding request to SVHCD.

Sign here: \_\_\_\_\_

I certify that the Community Funding requested will not be used to support or oppose a political campaign. I further certify that the Community Funding requested will not be used by or in aid of any religious sect, church, creed, or sectarian purpose, or to help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed, church, or sectarian denomination.

Sign here: \_\_\_\_\_

If applicable: I certify that this organization is in good standing with the IRS and retains its official 501c (3) tax exempt status, and is further classified as a public charity and not a private foundation.

Sign here: \_\_\_\_\_

**Sonoma Valley Health Care District  
Community Funding Request**

**For official use only: Request Number:** \_\_\_\_\_

**Community Funding Committee Recommendation**

\_\_\_\_ Deny Request due to: \_\_\_\_ Ineligible for Community Funding

\_\_\_\_ Low Community Funding Benefit

\_\_\_\_ Budget Constraints

\_\_\_\_ Recommend Community Funding:

Total Amount of Funding: \$ \_\_\_\_\_

Type of Funding: \$ \_\_\_\_\_ in Community Benefit Support and/or \$ \_\_\_\_\_ in Marketing Support

Form of Funding: \$ \_\_\_\_\_ Funds and / or \$ \_\_\_\_\_ Materials / In-kind Benefits

Type of Materials/In-kind Benefits: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Notes:

**Community Funding Determination by CEO**

\_\_\_\_ Deny Request due to:

\_\_\_\_ Ineligible for Community Funding

\_\_\_\_ Low Community Funding Benefit

\_\_\_\_ Budget Constraints

\_\_\_\_ Recommend Community Funding to the Board of Directors:

Total Amount of Funding Recommended: \$ \_\_\_\_\_

Type of Funding: \$ \_\_\_\_\_ in Community Benefit Support and/or \$ \_\_\_\_\_ in Marketing Support

Form of Funding: \$ \_\_\_\_\_ Funds and / or \$ \_\_\_\_\_ Materials / In-kind Benefits

Type of Materials/In-kind Benefits: \_\_\_\_\_

Community Benefit Funds remaining if approved by the Board of Directors: \$ \_\_\_\_\_

Date of Review: \_\_\_\_\_

Notes:

**Community Funding Determination by SVHCD Board of Directors, if applicable**

\_\_\_\_ Deny Request due to:

\_\_\_\_ Ineligible for Community Funding

\_\_\_\_ Low Community Funding Benefit

\_\_\_\_ Budget Constraints

\_\_\_\_ Approve Community Funding:

Total Amount of Funding Approved: \$ \_\_\_\_\_

Type of Funding: \$ \_\_\_\_\_ in Community Benefit Support and/or \$ \_\_\_\_\_ in Marketing Support

Form of Funding: \$ \_\_\_\_\_ Funds and / or \$ \_\_\_\_\_ Materials / In-kind Benefits

Type of Materials/In-kind Benefits: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Notes:

**Date of Notice to Applicant of Funding Determination (attached):** \_\_\_\_\_



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**Meeting Date:** December 16, 2013  
**Prepared by:** Kevin Carruth and Peter Hohorst, Governance Committee  
**Agenda Item Title:** **Membership Requirements for Board Committees #P-2014.01.09**

**Recommendations:**

1. The Board directs that all members of Standing and Ad Hoc Board Committees shall be stakeholders of the District.
2. The Board defines stakeholder, for the purposes of Board committee membership policy only:  
As living some or all of the time in the District or,  
As maintaining a place of business in the District, or  
As being an accredited member of the Hospital Medical Staff

**Background and Reasoning:**

At the November Board meeting there was a brief discussion and a referral to the Governance Committee of the issue of a residency requirement for Board Committees. The issue was raised because a member of Board's Quality Committee member had moved out of the District.

The GC discussed this issue at its November meeting and recommends that the Board require that all Board Committee members be stakeholders of the District. More specifically, this policy will not require the residence in the District to be the person's primary residence.

The recommendation anticipates individuals who live in the District less than full-time, e.g., having multiple residences one of which is in the District, being considered residents and able to serve on both Standing and Ad Hoc Committees. It also anticipates individuals who work in the District but live elsewhere should be able to serve and that all members of the Hospital Medical Staff should also. Since there is a significant and important part of the community that does not live here full-time, but is actively involved in the community and/or District/Hospital affairs, it seems wise to allow all three classes of stakeholders, to be appointed as members of Board committees, as long as they regularly attend the committee meetings.

**Consequences of Negative Action/Alternative Actions:**

The Board will continue to not have a membership policy for Board committee members, allowing non-stakeholders to serve on Board committees. There will not be a definition of stakeholders for the purposes of this policy.

**Financial Impact:**

None.

**Selection Process and Contract History:**

Not applicable.

**Board Committee:**

Unanimously recommended by the Governance Committee for approval.

**Attachments:**

None.