



**Minutes of the May 11, 2022
Meeting of the Petaluma Health Care District
FINANCE AND BUSINESS DEVELOPMENT COMMITTEE**

CALL TO ORDER

California Governor Gavin Newsom issued Executive Order N-15-21 on September 20, 2021, relating to the convening of public meetings during the COVID-19 pandemic. Pursuant to the Governor's Executive Order, The PHCD Finance and Business Development Committee Meeting for Wednesday, May 11, 2022 began at 4:00 p.m. via Zoom Teleconference.

Treasurer Jeffrey Tobias, MD called the meeting to order at 4:03 PM.

PRESENT

Jeffery Tobias, MD, Treasurer
Brian Dufour, Member-at-large
Ramona Faith, CEO
Andrew Koblick, Controller
Jonathan Spees, Consultant

CONSENT CALENDAR

A MOTION was made by Director Tobias to approve the May 11, 2022, Agenda, which was approved by all present.

FINANCE

- **2022-23 Budget**
Mr. Koblick presented the proposed Draft budget for fiscal year 2022-23. The budget was reviewed by the committee and the following additions were suggested:
A line for the funds that will be granted to Petaluma Health Foundation, the amount to be discussed at the May board meeting.
A line for Blue Zones, the amount to be discussed at the May board meeting.
An amount for due diligence for projects that are currently in discussions. Staff will make estimate and update the Draft budget and present to the board at the May board meeting.

- **Transfer of Exchange Bank Portfolio to Schwab account.**
The committee discussed the movement and/or liquidation of the portfolio at Exchange Bank. Mr. Oblites had informed staff that the portfolio should be transferred to the Schwab/Chandler account. Mr. Koblick reported that the paperwork had been filled out, signatures obtained and forwarded to Schwab both electronically and via the mail.

- **March 2022 Financials**

The committee reviewed the March 31, 2022, financials. Mr. Koblick noted that revenue was better than budget for Health Quest. The financials were approved as presented.

BUSINESS DEVELOPMENT

- **Hospice House Lease**

Providence completed the facility assessment report and forwarded to the staff. Due to the magnitude of the findings by Providence, staff decided that the District should conduct their own facility report and is in the process of engaging with Partner, as facility assessment firm, for both the property at 416 Payran St. and 1550 Professional Drive.

- **1550 Professional Drive**

The lease at 1550 Professional Drive is up for renewal on September 1, 2022. Staff reached out to the tenant to start the process of negotiation. The tenant has responded with an offer. The committee discussed the offer and suggested a response.

- **Business Development**

Mr. Spees updated the committee on prospective business ventures relating to the purchase or construction of medical office space and housing ventures.

PLUS / DELTA

None.

ADJOURN

Director Tobias adjourned the meeting at 5:17 PM.

Submitted and recorded by Andrew Koblick, Controller