

## PUBLIC NOTICE

### CITY OF ALAMEDA HEALTH CARE DISTRICT BOARD OF DIRECTORS

#### MEETING AGENDA

Wednesday, March 8, 2017

**OPEN SESSION: 12:30 P.M.**

**Location:**

Alameda Hospital (Dal Cielo Conference Room)  
2070 Clinton Avenue, Alameda, CA 94501

**Office of the Clerk: (510) 814-4001**

*Members of the public who wish to comment on agenda items will be given an opportunity before or during the consideration of each agenda item. Those wishing to comment must complete a speaker card indicating the agenda item that they wish to address and present to the District Clerk. This will ensure your opportunity to speak. Please make your comments clear and concise, limiting your remarks to no more than three (3) minutes.*

**I. Call to Order**

Kathryn Sáenz Duke

**II. Roll Call**

**III. General Public Comments**

**IV. Regular Agenda**

**A Action Items**

- ✓ 1) Review of Standard Appointment Procedure and Adoption of Timeline for Appointment to Fill Board Member Vacancies

**ENCLOSURE (PAGES 2-6)**

**V. General Public Comments**

**VI. Board Comment**

**VII. Adjournment**

# CITY OF ALAMEDA HEALTH CARE DISTRICT

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## Public Notice

### **Intent to fill Board Member Vacancies**

The City of Alameda Health Care District (District) was informed by Kathryn Sáenz Duke and Jim Meyers, DrPH of their resignation on February 21, 2017. Both resignations will be effective on March 20, 2017. The District must appoint an individual to fill the vacant position on its Board of Directors.

Individuals interested in being considered for this appointment must submit an “Application Package”, as described below, to the District. Application Packages must be delivered to the District, at the address below, no later than 5:00 p.m., on Thursday, April 6, 2017.

An applicant to fill the vacancy must meet the following **minimum requirements**: (1) be a resident and registered voter in the District, (2) not have been suspended or expelled from participation in the Medicare program, and (3) not have been convicted of a felony.

The City of Alameda Health Care District Board of Directors consists of five representatives, elected at large, who are responsible for the policy direction of the District. Under statutory procedures established in California Government Code Section 1780, the vacant directorship will be subject to election in November, 2018 for either a two (2) year term (Duke seat) or a four (4) year term (Meyers seat).

The District will conduct an Applicant Conference on Wednesday, April 12, 2017 at 5:30 p.m. at Alameda Hospital, Dal Cielo Conference Room for the purpose of familiarizing Applicants with the District and its responsibilities with respect to Alameda Hospital and otherwise. Applicants are encouraged to attend. The Board of Directors plans to interview and appoint applicants, selected according to the procedures set forth below, at a Special District Board Meeting, to be held on April 24, 2017 at 5:30 p.m. Board Meetings will be conducted in the Dal Cielo Conference Room at Alameda Hospital. For further information, please contact the District Clerk at (510) 814-4001.

Mail, Email or hand deliver your Application Package to:

City of Alameda Health Care District  
Attention: Kristen Thorson, District Clerk  
2070 Clinton Avenue  
Alameda, CA 94501

[kthorson@coahcd.org](mailto:kthorson@coahcd.org)

## **PROCEDURES TO FILL BOARD MEMBER VACANCY**

**In general.** Health and Safety Code Section 32100 provides that any vacancy in the office of a member elected to the District board shall be filled pursuant to Section 1780 of the Government Code, requiring the District to notify County Elections of the vacancy no later than 15 days following the date the Board is notified. This notification has been accomplished by the District Clerk.

Pursuant to Government Code Section 1780(a), the vacancy must be filled within 60 days following March 20, 2017, the effective date of Director Duke and Director Meyers resignation, and a Notice of Vacancy must be posted in three or more conspicuous places in the District at least fifteen days before the appointment.

An applicant to fill the vacancy must meet the following **minimum requirements**: (1) be a resident and registered voter in the District, (2) not have been suspended or expelled from participation in the Medicare program, and (3) not have been convicted of a felony. (In order to satisfy the final two requirements, Applicants must complete and sign appropriate authorizations for the District to complete its background investigations.)

The District will accept applications on a district-wide basis and encourages qualified Applicants to apply. Final selection will be made by the Board, based on the Board's assessment of the best-qualified Applicant who has met the minimum requirements, submitted a completed application package, and been interviewed by the Board at a public meeting.

### **Process and Timeline.**

During the period of March 8-10, 2017 the Notice of Vacancy shall be posted and disseminated by posting in at least three conspicuous places within the District. The District shall also issue a press release announcing the vacancy and the procedures set forth herein.

On or before April 6, 2017 at 5:00 p.m., Applicants must submit an "Application Package" to the District Clerk consisting of the following materials:

1. A signed letter of interest. The letter should contain a statement of qualifications and other information which will assist the Board in making its decision.
2. A resume or curriculum vitae.
3. The names and contact information for at least two references.
4. Applicants must also indicate any potential conflict of interest that they might have WITH RESPECT TO THE DISTRICT. This includes, but is not limited to, the Applicant and any immediate family member that has a financial RELATIONSHIP WITH THE DISTRICT, either as a contractor or supplier, or through a professional relationship. In addition, all applicants must indicate if they have a conflict that might put THE DISTRICT at a disadvantage when instituting new or expanded programs.

5. Completion of Authorization for Background Investigation Form (see attached)
6. Applicant must also answer the following four (4) questions:
  - a. Why are you interested in becoming a member of the Board of Directors of the City of Alameda Health Care District?
  - b. How can the District Board most effectively support the continuing operation of Alameda Hospital and otherwise fulfill its responsibilities under the District's Joint Powers Agreement with Alameda Health System?
  - c. What activities might the District promote to improve the health of the Alameda community?
  - d. What unique value would you bring to the District Board?

All Application Packages that have been timely received will be forwarded to the Board members for their individual review. If there are more than ten applicants, each Board member will select, and forward to the District Clerk by 12:00 p.m. on Tuesday, April 11, 2017 the names of their ten recommended applicants for further consideration. The ten applicants receiving the most Board recommendations will be invited for interviews with the full Board. If there are less than 10 Applicants, all Applicants will be reviewed, vetted and interviewed by the full Board. All applicants to be interviewed by the Board are referred to as "Qualified Applicants". All Qualified Applicants will be notified of their status and an Information Packet will be made available to each of them. Any and all information obtained through the reference checks and vetting process will be considered a public record.

All Qualified Applicants are invited (and encouraged) to attend an Applicant Conference on Wednesday, April 12, 2017 at 5:30 p.m. at Alameda Hospital, Dal Cielo Conference Room. All Applicants will be interviewed by the full Board in an open session on Monday, April 24, 2017 at 5:30 p.m. The Board also plans to make the final appointment on Monday, April 24, 2017 at 5:30 p.m.

Posted on: March 8, 2017

**NOTICE REGARDING BACKGROUND INVESTIGATION**  
**[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]**

Employer (Alameda Hospital) may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Corporate Screening Services, Inc., another outside organization acting on behalf of Employer, and/or Employer itself. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

**Name:** \_\_\_\_\_  
Please Print

**Social Security Number** \_\_\_\_\_ **DOB\*\*** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**City** \_\_\_\_\_ / **State** \_\_\_\_\_ / **Zip** \_\_\_\_\_

**Drivers License Number** \_\_\_\_\_ **State** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Date of Birth is being requested in order to obtain accurate retrieval of records.

# City of Alameda Health Care District

## BOARD APPOINTMENT TIMELINE (DUKE AND MEYERS VACANCIES)

Timeline

Special District Board Meeting	March 8 (Wednesday)
Post Public Notice - District Bulletin Board, Alameda Hospital Website, Library Send Notice/Press Release to: Alameda Patch, Alameda Sun, Bay Area News Group (Alameda Journal, Oakland Tribune, Alameda Times Star), SF Business Times	March 8-9 (Wed/Thur)
Begin Application Process (4 weeks)	March 9 (Thursday)
Legal Notification – Run Legal Notice in the Alameda Journal	March 17 (Friday)
Effective Date of Vacancy of Director Kathryn Saenz Duke and Jim Meyers, DrPH	March 20 (Monday)
End Application Collection Process – Letters of interest to District Clerk	April 6 (Thursday)
Applicant Packets to Board of Directors	April 7 (Friday)
<b>↓ Proceed with below, only if there are more than 10 applicants ↓</b>	
Begin Review and Recommendation Process (4 days)	April 7 (Friday)
End Review and Recommendation Process – Choices back from Board of Directors (by 12:00 p.m.)	April 11 (Tuesday)
Notify all Applicants of Board Choices	April 12 (Wednesday)
Begin Reference and Background Checks (approx. 2 weeks) <sup>1</sup>	April 7 (Friday)
<b>CANCEL</b> Regular District Board Meeting	<del>April 10 (Monday)</del>
End Reference and Background Checks (approx. 2 weeks) <sup>1</sup>	April 21 (Friday)
Applicant Conference (5:30 PM)	April 12 (Wednesday)
Special District Board Meeting (Appointment Only)	April 24 (Monday)
Regular / Special Meeting (Rescheduled from April 10)	May 8 (Monday)
<b>Deadline to Appoint (60 days)</b>	May 19 (Friday)
Regular District Board Meeting	June 8 (Monday)