City of Alameda
Health Care District

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BOARD APPROVAL: 05-12-2025

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POLICY TITLE: **PURPOSE OF BOARD POLICIES and ADOPTION/ AMENDMENTS OF POLICIES**

POLICY NUMBER: P - 01

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

It is the intent of the City of Alameda Health Care District ("The District") Board of Directors ("The Board") to maintain a Policy Manual that will be a comprehensive listing of the Board's current policies, as such the rules and regulations approved by the Board, reviewed every two years or as needed.

GUIDELINES:

1. "The Board" of Directors may update any policy at any time at their discretion. The Policy Manual will serve as a resource for the Board, staff and members of the public in determining the manner in which matters of District business are to be conducted.

2. Policies are clear, simple statements of how "The District" intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision making.

3. If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over "The District", those rules, regulations or legislation shall prevail. Where this occurs, "The Board" of Directors will clarify either the rules or policy to ensure that they are compatible.

4. Consideration by "The Board" to adopt a new policy or to amend an existing policy may be initiated by the Board President, two Board Members or by Staff. The proposed adoption or amendment is initiated by requesting that the item be included for consideration on the agenda of "The Board" & Staff Communications and Policies Committee.

5. Policies will be reviewed by legal counsel as applicable.

6. Adoption of a new policy or revision of an existing policy shall be accomplished at a regular meeting of "The Board" and shall require a majority vote of all Board Members present.

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7. Before considering adopting or revising any policy, "The Board" and the public shall have the opportunity to review the proposed adoption or revision prior to the meeting at which consideration for adoption or revision is to be given. Copies of the proposed policy adoption or revision shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Board Member for review at least three (3) days prior to any meeting at which the policies are to be considered

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POLICY TITLE: **AUTHORITY, PURPOSE, AND MISSION**

POLICY NUMBER: P - 02

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The name of this District shall be the "City of Alameda Health Care District"

The principal office for the transaction of business of "The District" is **1402 Park Street Suite A/B Alameda, California 94501.** The City of Alameda Health Care District hereinafter referred to as "The District" in these policies.

GUIDELINES:

1. On April 9, 2002, registered voters in the City of Alameda, by greater than two-thirds vote, created the City of Alameda Health Care District. The measure was authorized for vote by both Title 5, Division 3 of the Government Code, hereinafter referred to as "The Cortese-Knox-Hertzberg Local Government Reorganization Act", and by the Alameda County Local Agency Formation Commission in accordance with the provisions of Division 23 of the Health and Safety Code, hereinafter described as the Local Health Care District Law.

2. "The District" was organized on July 1, 2002 and has operated under the authority of the Local Health Care District Law since that date.

3. To facilitate the preservation of Alameda Hospital as a health care resource in Alameda County, "The District" and the Alameda Health System hereinafter referenced to as ("AHS") entered into a Joint Powers Agreement hereinafter referenced to as ("JPA") on November 26, 2013, pursuant to which they agreed by the joint exercise of their common statutory powers, to operate health care facilities in "The District" and, effective May 1, 2014, to provide for the continuing operation of Alameda Hospital through the delegation to AHS of the possession and control, and the ongoing operation, management and oversight, of Alameda Hospital, which included, among other things, responsibilities for licensure, governance, operation, administration, financial management and maintenance (including, but not limited to, compliance with ongoing regulatory and seismic requirements to the extent set forth therein) of Alameda Hospital, all for the benefit of the communities that both parties serve.

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MISSION:
The City of Alameda Health Care District's mission is:

- Oversee the maintenance and operation of a District-owned hospital and other District-owned health care facilities.
- Collect, disburse, review, and educate the community on the use of parcel taxes collected under the authority of "The District".
- Be a leader in promoting the health and well-being of residents and visitors within "The District".
- Perform any and all other actions necessary to uphold the provisions of "The District's" bylaws and the Local Health Care District Law.

TITLE TO PROPERTY

The title to all property of "The District" shall be vested in "The District". The signature of the President, as authorized in any Board of Directors meeting, shall constitute the proper authority for acquiring or selling property, investing funds, or any other financial transactions subject to "The District's" control.

HEALTH AND SAFETY CODE Division 23. (Hospital Districts) (32000-32499.95)
The section of the Health and Safety Code defining health care districts follows this policy.

HEALTH AND SAFETY CODE - HSC

DIVISION 23. HOSPITAL DISTRICTS [32000 - 32499.95] *(Division 23 added by Stats. 1945, Ch. 932.)*

CHAPTER 1. Formation of District [32000 - 32003] *(Chapter 1 added by Stats. 1945, Ch. 932.)*

32000. This division shall be known and may be cited as "The Local Health Care District Law." Any reference in any statute to the Local Hospital District Law shall be deemed a reference to the Local Health Care District Law, and any reference in any statute to a hospital district shall be deemed to be a reference to a health care district. *(Amended by Stats. 1994, Ch. 696, Sec. 1. Effective January 1, 1995.)*

32000.1. For purposes of this division, both of the following shall apply:

(a) Any reference to "hospital district" or "district" shall mean "health care district," and any reference to "hospital administrator" or "administrator" shall mean "chief executive officer."

(b) "Health care facility" shall mean a health facility as defined in Section 1250 and a clinic as defined in Section 1204.

(Amended by Stats. 1995, Ch. 35, Sec. 1. Effective January 1, 1996.)

32001. A local hospital district may be organized, incorporated and managed, as provided in this division and may exercise the powers herein granted or necessarily implied. Such a district may include incorporated or unincorporated territory, or both, or territory in any one or more counties. The territory comprising this district need not be contiguous but the territory of a municipal corporation shall not be divided; provided, that land either in a municipal corporation or in unincorporated territory which the supervising authority finds will not be benefited shall not be included.

(Amended by Stats. 1965, Ch. 2043.)

32002. The manner of formation of local hospital districts, and the conducting of all hospital district elections, unless otherwise provided in this division shall be as in the manner provided, respectively, by Chapter 1 (commencing with Section 58000) of Division 2 of Title 6 of the Government Code, and Part 3 (commencing with Section 10400) and Part 4 (commencing with Section 10500) of Division 10 of the Elections Code. Except as provided in this division, these provisions are hereby incorporated in this division by reference and shall have the same effect and force as if fully set forth herein. In addition to all other requirements regarding formation of hospital districts, no hearing upon the petition to form a hospital district shall be held until comments and recommendations of the Office of Statewide Health Planning and Development and each area health planning agency having territory within the proposed district, concerning the need for new or additional health facilities in the area to be served by the proposed district have been filed with the supervising authority. The Office of Statewide Health Planning and Development and the area health planning agency or agencies shall submit these comments and recommendations to the supervising authority within 60 days after receiving a request therefor from the proponents. Failure to submit these comments to the supervising body within 60 days shall be deemed to constitute a "no comment" response.

(Amended by Stats. 1994, Ch. 923, Sec. 145. Effective January 1, 1995.)

32002.31. Within five days after the district formation election has been called, the legislative body which has called the election shall transmit, by registered mail, a written notification of the election call to the executive officer of the local agency formation commission of the county or principal county in which the territory or major portion of the territory of the proposed district is located. Such written notice shall include the name and a description of the proposed district, and may be in the form of a certified copy of the resolution adopted by the legislative body calling the district formation election.

The executive officer, within five days after being notified that a district formation election has been called, shall submit to the commission, for its approval or modification, an impartial analysis of the proposed district formation.

The impartial analysis shall not exceed 500 words in length and shall include a specific description of the boundaries of the district proposed to be formed.

The local agency formation commission, within five days after the receipt of the executive officer's analysis, shall

approve or modify the analysis and submit it to the officials in charge of conducting the district formation election. *(Added by Stats. 1970, Ch. 736.)*

32002.32. The board of supervisors or any member or members of the board authorized by the board, or any individual voter or bona fide association of citizens entitled to vote on the district formation proposition, or any combination of such voters and associations of citizens, may file a written argument for or a written argument against the proposed district formation.

Arguments shall not exceed 300 words in length and shall be filed with the officials in charge of conducting the election not less than 54 days prior to the date of the district formation election.

(Added by Stats. 1970, Ch. 736.)

32002.33. If more than one argument for or more than one argument against the proposed district formation is filed with the election officials within the time prescribed, such election officials shall select one of the arguments for printing and distribution to the voters.

In selecting the arguments, the election officials shall give preference and priority in the order named to the arguments of the following:

(a) The board of supervisors or any member or members of the board authorized by the board. (b) Individual voters or bona fide associations of citizens or a combination of such voters and associations. *(Added by Stats. 1970, Ch. 736.)*

32002.34. shall cause a ballot pamphlet concerning the district formation proposition to be voted on to be printed and mailed to each voter entitled to vote on the district formation question.

The elections officials in charge of conducting the election

The ballot pamphlet shall contain the following, in the order prescribed:

(a) The complete text of the proposition.

(b) The impartial analysis of the proposition, prepared by the local agency formation commission. (c) The argument for the proposed district formation.

(d) The argument against the proposed district formation.

The elections officials shall mail a ballot pamphlet to each voter entitled to vote in the district formation election at least 10 days prior to the date of the election. The ballot pamphlet is "official matter" within the meaning of Section 13303 of the Elections Code.

(Amended by Stats. 1994, Ch. 923, Sec. 146. Effective January 1, 1995.)

32003. Whenever the formation of a local hospital district is desired, a petition may be presented at a regular meeting of the supervising authority of the county in which the land, or a greater portion of the land, in the proposed district is situated, said petition to be signed by the registered voters residing within the boundaries of the proposed district, equal in number to at least 12 percent of the voters registered within the boundaries of the proposed district 30 days prior to the date the petition is filed. The number of written protests required to terminate the proceedings shall be a majority of the registered voters residing in the proposed district.

If a majority of all the votes cast in the proposed district are in favor of organization, the supervising authority by resolution entered on its minutes shall declare the district duly organized under this act, shall give the name of the district as theretofore designated and shall describe the boundaries of such district. The county whose supervising authority declares the district organized shall be designated the "organizing county."

(Amended by Stats. 1963, Ch. 1232.)

HEALTH AND SAFETY CODE - HSC

DIVISION 23. HOSPITAL DISTRICTS [32000 - 32499.95] *(Division 23 added by Stats. 1945, Ch. 932.)*

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32001. A local hospital district may be organized, incorporated and managed, as provided in this division and may exercise the powers herein granted or necessarily implied. Such a district may include incorporated or unincorporated territory, or both, or territory in any one or more counties. The territory comprising this district need not be contiguous but the territory of a municipal corporation shall not be divided; provided, that land either in a municipal corporation or in unincorporated territory which the supervising authority finds will not be benefited shall not be included.

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32002. The manner of formation of local hospital districts, and the conducting of all hospital district elections, unless otherwise provided in this division shall be as in the manner provided, respectively, by Chapter 1 (commencing with Section 58000) of Division 2 of Title 6 of the Government Code, and Part 3 (commencing with Section 10400) and Part 4 (commencing with Section 10500) of Division 10 of the Elections Code. Except as provided in this division, these provisions are hereby incorporated in this division by reference and shall have the same effect and force as if fully set forth herein. In addition to all other requirements regarding formation of hospital districts, no hearing upon the petition to form a hospital district shall be held until comments and recommendations of the Office of Statewide Health Planning and Development and each area health planning agency having territory within the proposed district, concerning the need for new or additional health facilities in the area to be served by the proposed district have been filed with the supervising authority. The Office of Statewide Health Planning and Development and the area health planning agency or agencies shall submit these comments and recommendations to the supervising authority within 60 days after receiving a request therefor from the proponents. Failure to submit these comments to the supervising body within 60 days shall be deemed to constitute a "no comment" response.

(Amended by Stats. 1994, Ch. 923, Sec. 145. Effective January 1, 1995.)

32002.31. Within five days after the district formation election has been called, the legislative body which has called the election shall transmit, by registered mail, a written notification of the election call to the executive officer of the local agency formation commission of the county or principal county in which the territory or major portion of the territory of the proposed district is located. Such written notice shall include the name and a description of the proposed district, and may be in the form of a certified copy of the resolution adopted by the legislative body calling the district formation election.

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(Amended by Stats. 1994, Ch. 923, Sec. 146. Effective January 1, 1995.)

32003. Whenever the formation of a local hospital district is desired, a petition may be presented at a regular meeting of the supervising authority of the county in which the land, or a greater portion of the land, in the proposed district is situated, said petition to be signed by the registered voters residing within the boundaries of the proposed district, equal in number to at least 12 percent of the voters registered within the boundaries of the proposed district 30 days prior to the date the petition is filed. The number of written protests required to terminate the proceedings shall be a majority of the registered voters residing in the proposed district.

If a majority of all the votes cast in the proposed district are in favor of organization, the supervising authority by resolution entered on its minutes shall declare the district duly organized under this act, shall give the name of the district as theretofore designated and shall describe the boundaries of such district. The county whose supervising authority declares the district organized shall be designated the "organizing county."

(Amended by Stats. 1963, Ch. 1232.)

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POLICY TITLE: **BOD ELECTION AND APPOINTMENT PROCEDURES**

POLICY NUMBER: P - 03

ADOPTION: 05-12-2025

REVISIONS:

POLICY:
It is "The District's" intent to comply with all state election codes including but not limited to; 10522, 10509, AND 13307, which require that: Special Districts provide the following information to the election officer 125 days prior to the election. Provide a map showing District boundaries effective for election.

ELECTION GUIDELINES:

1. "The Board" of Directors will approve a resolution biennially no later than the May Board Meeting to establish a request to consolidate with the Statewide General Election.
2. The Executive Director or their designated elections liaison will be responsible for receiving, completing and delivering all necessary documentation to the County Elections Office including but not limited to; the candidate policy form which is provided by the Elections Office.
3. The Executive Director or their designated elections liaison will inform all incumbents seeking re-election of the election process and key filing and closing dates.
4. The Executive Director or their designated elections liaison will monitor the County website to determine if any person other than the incumbents has filed during the Candidate Filing period and if in fact there will be an election.
5. "The District" website will maintain a list of all Directors and their terms of office.
6. The Executive Director or their designated election liaison will contact the Elections Office to determine the cost per voting constituent in the case there is an election. Election costs will be added to the operating Budget biannually on the appropriate fiscal year.

GUIDELINES: APPOINTMENT PROCESS TO FILL BOARD MEMBER VACANCY
The 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 completed by "The District" Clerk.

Pursuant to Government Code Section 1780(a), the vacancy must be filled

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within 60 days following the effective date of a Director's 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 15-day period that 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 30 days following posting the notice of vacancy, 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?

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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 received timely 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. 5 days after the submission of the applications. 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. 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 seven days after the determination of “qualified applicants” (via Zoom, link to be provided). All Applicants will be interviewed by the full Board in an open session Seven days after the applicant conference. "The Board" also plans to make the final appointment during the conclusion of the interviews.

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

City of Alameda
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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 a 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:_____

Social Security Number:_____ ***DOB:**_____

Current Address:_____
City: _____ **State:** _____ **Zip:**_____

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POLICY TITLE: **BOD DUTIES AND RESPONSIBILITIES**

POLICY NUMBER: P - 04

ADOPTION: 05-10-2025

REVISIONS:

POLICY:
The City of Alameda Health Care District adopted the following Statement of Director Duties and Responsibilities. The members of "The Board" recognize "The District". The fiduciary duty of Directors to "The District" is acknowledged to include both the duty of loyalty and the duty of due care.

BOARD OF DIRECTORS DUTIES and RESPONSIBILITIES

1. "The Board" of Directors shall have all of the powers given to it by the Local Health Care District Law.

2. Eligibility, Number of Directors; "The Board" of Directors shall have five (5) members each of whom shall reside in " The District" and shall be registered to vote in " The District" .
    a. An election shall be held on the first Tuesday after the first Monday in November in each even-numbered year except during the first year of " The District's " organization.
    b. The election of "The Board" of Directors shall be conducted as provided in the Local Health Care District Law, the Uniform District Election Law and the Elections Code, as applicable.

3. "The Board" shall have control of and be responsible for the management of all operations and affairs of this District and its facilities according to the best interests of the public health. Notwithstanding the preceding sentence, effective May 1, 2014, pursuant to the terms of the JPA, "The District" turned over the license and day-to-day operations of Alameda Hospital to AHS. Nevertheless, should "The District" once again become the licensed operator of any health care facilities, it shall make and enforce all rules and regulations necessary for the proper administration, governance, protection and maintenance of any such health care facilities that may be under its jurisdiction.

4. The members of "The Board" shall not exercise the authority of "The District" unless they are acting in their official capacity as members of "The Board" of Directors during Board of Director meetings, or meetings of authorized committees of "The Board".

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5. "The Board" shall ensure that, whenever "The District" is the licensed operator of health care facilities, the physicians and surgeons, including osteopathic physicians, and podiatrists, and dentists, and other persons granted privileges at District facilities (the "Medical Staff") are organized into one integrated self- governing Medical Staff under the Medical Staff Bylaws approved by "The Board" of Directors.

6. "The Board" may employ any officers or employees, including legal counsel, "The Board" deems necessary to properly carry on the business of " The District" . Should " The District" again become the operator of a a healthcare facility with an organized Medical Staff, "The Board" shall determine membership on the Medical Staff, as well as approve the Bylaws for the self- governance of an organized Medical Staff, as provided in Article VI of these District Bylaws "The Board" will approve Medical Staff Bylaws, Rules and Regulations, Policies and Procedures, and other guidelines, which address the obligations and duties of the Medical Staff, regarding the provision, evaluation, and review of professional care within any hospital or other health care facilities operated by "The District" .

7. A Director's fiduciary duty of loyalty to "The District" requires each Director to make a good faith effort to:
    a. Place the best interests of "The District" above the Director's own personal interests or personal point of view.
    b. Recognize that disrespectful, disruptive or unprofessional behavior of Directors in public meetings is never in the best interests of "The District" .
    c. Perform the functions of Director in a manner that demonstrates respect for the structure and governance of "The Board" and respect for other Directors.
    d. Provide "The Board" and other Directors with true and accurate information regarding District matters.
    e. Respect the confidentiality of privileged information provided to Directors.

8. A Director's fiduciary duty of due care to "The District" requires each Director make a good faith effort to:
    a. A remain informed about "The District's" mission, strategic plan and operational performance,
    b. Ensure that "The District" has the necessary financial and human resources, including the necessary quality of leadership, required for "The District" to achieve its mission,
    c. Fully participate in the meetings, deliberations and decisions of "The Board",
    d. Timely review Board meeting materials and other District communications.
    e. Come to meetings fully prepared to discuss agenda items. Information requested or exchanged before meetings will be in a manner consistent with the Ralph M. Brown Act.
    f. Once "The Board" takes an action, Directors will support the action and avoid interfering in any way with implementation of said action.

City of Alameda
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9. The responsibility of Directors to perform their public duties in the best interests of "The District" requires each Director to demonstrate the highest standards of personal integrity and honesty, thus maintaining the public's trust and confidence in the functioning of "The District" .

10. The responsibility of Directors to perform their public duties in the best interests of "The District" requires each Director to make a good faith effort to:
    a. a acquire and maintain the knowledge necessary to competently perform the duties of Director.
    b. stay informed on public issues affecting the mission of " The District" .
    c. comply with applicable provisions of the Ralph M. Brown Act in all proceedings of "The District" Board and its committees.
    d. provide appropriate transparency and candor in all public matters.
    e. The work of "The District" is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of " The District".

11. No member of "The Board" of Directors can be hired by "The District" in the capacity of an employee, an independent contractor, or otherwise, for one year after "The Board" member has ceased to be a member of "The Board" of Directors. This prohibition shall not apply to any member who, at the inception of his/her term of office, was an employee or independent contractor of " The District" and terminated such employment or independent contractor status upon the commencement of his/her term. In accordance with Section 53227 of the California Government Code, no member of "The District" Board of Directors may be an employee of "The District" during the Director's term of office.

City of Alameda
Health Care District

POLICY TITLE: **SWEARING IN OF BOARD MEMBERS**

POLICY NUMBER: P - 05

ADOPTION: 05-12-2025

REVISONS:

POLICY:

It is the policy of the City of Alameda Health Care District "The District" to perform a swearing-in ceremony for newly elected or appointed Board of Directors "The Board" members.

GUIDELINES:

1. Newly elected Board Members assume office at noon on the first Friday of December following the general election. They shall be sworn in by or at the first special or regular Board meeting following that date. Appointed Board members are sworn in by or at the first special or regular Board Meeting after the Board approves the appointment. Newly elected or appointed Board members must be sworn in prior to performing any official duties.

2. Using the standard form (see attached), the Board President shall appoint the Clerk of the Board or other public official chosen by the new Board member to have the newly elected Board Members repeat after them the words of the oath.

3. The Clerk of the Board will obtain the required signatures.

City of Alameda
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STATE OF CALIFORNIA

City of _____County of _____

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I,_____,do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SUBSCRIBED AND SWORN TO BEFORE ME THIS __DAY OF _____20

SIGNATURE OF OFFICER ADMINISTERING OATH TITLE

SIGNATURE OF PERSON TAKING OATH

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Health Care District

POLICY TITLE: **OFFICERS OF THE BOARD**

POLICY NUMBER: P - 06

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

A. The officers of this District shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, AHS Liaison, Community Health Liaison, Alameda Hospital Liaison, and such other officers as Board of Directors shall determine are necessary and appropriate.

B. Any Director may hold two offices if a majority of "The Board" elects that Director to both of those positions. However, the President, First Vice-President, and Second Vice-President positions must be held by three different people.

C. All officer positions shall be filled by election from the membership of "The Board".

D. Each officer shall be elected upon receiving a majority vote with each member of "The Board" having one vote. In the event that there is no majority for a single office, the candidate with the fewest votes shall be eliminated from candidacy and a runoff election with the remaining candidates shall take place. In the event that more than two candidates have an equal number of votes, the office shall be selected by random lottery.

E. Officers shall be elected at such regular Board meetings as is specified by "The Board".

F. Officers shall hold their office for terms of one (1) year or until such time as a successor is elected. An officer may be removed from office by a majority of "The Board" at any time. Officers may serve consecutive terms.

G. Officers will report to the full District Board on any significant developments involving District staff, community outreach involving "The District", or interactions with the “AHS” Board or senior staff.

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PRESIDENT

The President shall perform the following duties:

1. Preside over the meetings of "The Board";

2. Sign and execute (jointly with the Secretary where appropriate), in the name of "The District" , all contracts and conveyances and all other instruments in writing that have been authorized by "The Board".

3. Subject to any duly adopted Policy of "The Board" regarding the signing of checks, exercise the power to co-sign, with the Secretary checks drawn on the funds of "The District" whenever:
    a. There is no person authorized by resolution of "The Board" to sign a check on behalf of "The District" regarding a particular matter; or
    b. It is appropriate or necessary for the President and secretary to sign a check drawn on District funds. Have, subject to the advice and publicly approved decisions of "The Board", general responsibility for the affairs of "The District".

4. Provide "The District's" Executive Director with general supervisory input during the year, in accordance with publicly approved decisions of "The Board" of Directors and/or consultation with a duly appointed District liaison. This supervision shall include attention to significant employment activities such as performance appraisals, disciplinary activities, and salary and benefits negotiations.

5. Generally discharge all other duties that shall be required of the President by the Bylaws of "The District".

6. If at any time, the President is unable to act as President, the Vice Presidents, in the order hereinafter set forth, shall take the President's place and perform the President's duties; and if the Vice Presidents are also unable to act, "The Board" may appoint someone else to do so, in whom shall be vested, temporarily, all the functions and duties of the office of the President.

Vice – Presidents:

1. In the absence of the President or given the inability of the President to serve, the First Vice-President, or in the First Vice-President's absence, the Second Vice-President, shall perform the duties of the President.

2. Perform such reasonable duties as may be required by the members of "The Board" or by the President.
3. The First Vice President shall also provide oversight of the rental properties owned by "The District" (also known as "Jaber Properties"), advising "The Board" on the selection of a property management firm and planning for capital improvement and maintenance of these properties.

4. In addition, the First Vice President shall chair the Communications Committee, advising

City of Alameda
Health Care District

"The Board" on a communications strategy which conveys the organization's mission, goals and strategy and engages, as appropriate, residents and community leaders.

5. Perform such reasonable duties as may be required by the members of "The Board" or by the President.

Secretary:

The Secretary shall have the following duties:

1. To act as Secretary of "The District" and "The Board".

2. To be responsible for the proper keeping of the records of all actions, proceedings, and minutes of meetings of "The Board".

3. To be responsible for the proper recording and maintenance in a special book or file for such purpose, all ordinances and resolutions of "The Board" (other than amendments to these Bylaws) pertaining to policy or administrative matters of "The District" and its facilities.

4. To serve, or cause to be served, all notices required either by law or these Bylaws. In the event of the Secretary's absence, inability, refusal or neglect to do so, such notices may be served by any person so directed by the President or "The Board".

5. To perform such other duties as pertains to the Secretary's office and as are prescribed by "The Board".

Treasurer:

1. "The Board" shall establish its own treasury and shall appoint a Treasurer charged with the safekeeping and disbursal of the funds in the treasury.

2. The Treasurer shall be responsible for the general oversight of the financial affairs of "The District" , including, but not limited to oversight of the receiving and depositing of all funds accruing to "The District" , coordinating and overseeing the proper levy and collection of "The District" 's annual parcel tax, performance of all duties incident to the office of Treasurer and such other duties as may be delegated or assigned to him or her by "The Board" of Directors, provided, however, that "The District" staff shall implement, and carry out the day to day aspects of "The District" 's financial affairs.

3. The Treasurer shall maintain active and regular contact with "The District" staff for the purpose of obtaining that information necessary to carry out his or her duties.

Alameda Health System (AHS) Liaison

1. As authorized by section 3.1 of the Joint Powers Agreement entered into by Alameda Health System (AHS) and the City of Alameda Health Care District, "The District" may nominate one designee to serve as a voting member of the AHS Board of Directors.

City of Alameda
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2. Upon approval of the nomination by the County Board of Supervisors, the appointee will be a voting member of the AHS Board of Directors, and shall be "The District" 's AHS Liaison, serving as the primary conduit of information between "The Board" of AHS and "The Board" of "The District".

3. The AHS Liaison shall consistently attend meetings of "The Board" s of both AHS and "The District" , and keep each Board informed of decisions or other developments that are relevant to the other Board and their key staff. However, the AHS Liaison should not disclose to either Board any information that has been discussed within a closed session of one of "The Board" s, or information that is otherwise subject to confidentiality protection.

4. The AHS Liaison shall always act in the best interests of "The District" and will notify "The District" Board if there is a situation known to be or likely to become a conflict between the AHS Liaison's loyalties to "The District" and to the AHS Board or other health-related entity.

Community Health liaison:

1. The Community Health Liaison shall be a major source of information between "The Board" and its staff in matters involving community health assessment and improvement activities.

2. The Community Health Liaison will regularly meet with District staff and other community leaders or groups to accomplish the mission of "The District".

Alameda Hospital Liaison:

1. The Alameda Hospital Liaison shall be a major conduit of information between "The Board" and its staff in matters involving the operation, programs, services and quality of care under the auspices of Alameda Hospital.

2. The Alameda Hospital Liaison will have regular dialogue with District staff and with *the* Alameda Hospital Chief Administrative Officer and will keep "The Board" informed of decisions or other developments that are relevant to accomplishing the mission of "The District"

City of Alameda Health Care District

POLICY TITLE: **BOD MEETING ATTENDANCE**

POLICY NUMBER: P - 07

ADOPTION: 05-12-2025

REVISIONS:

POLICY :

It is the policy of the City of Alameda Healthcare District Board of Directors that members of “The Board” shall attend all regular and special meetings of “The Board” unless there is good cause for absence.

GUIDELINES:

1. For all absences, the Board member shall notify the Executive Director (ED) prior to "The Board" or Board Committee meeting in which they will be absent with the reason for the absence. The ED will subsequently notify the President and/or Committee Chair of the absence and the reason.

2. A vacancy shall occur if any member ceases to discharge the duty of their office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board, except as authorized by "The Board" (Ref. H&S Code Section 32100.2).

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POLICY TITLE: **BOARD MEETINGS AND AGENDA NOTICES**

POLICY NUMBER: P - 08

ADOPTION: 05-12-2025

REVISIONS:

POLICY :

Pursuant to California Sunshine Ordinance- The Ralph M. Brown Act, hereinafter "The Brown Act" every regular, closed session, and standing committee of "The District Board" must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed. Postings must be in locations accessible to the public 24 hours a day during the 72-hour period preceding most meetings, and at least 24 hours preceding a Special or Emergency meeting.

GUIDELINES:

1. The regular meetings of "The District Board" shall be held at such time and place as are established by "The Board" of Directors.

2. Special meetings of "The Board" may be called at any time by the President or by a majority of "The Board" and shall be noticed in accordance with Article 11.8.C below. "The Board" may not consider any business not stated in the agenda for the special meeting.

3. All of the sessions of "The Board" of Directors, whether regular or special, shall be conducted in accordance with the Local Health Care District Law and Title 5, Division 2, Chapter 9 of the California Government Code hereinafter referred to as " The Brown Act."

4. A quorum for conducting all matters before "The Board" shall be three (3) Directors.

5. No vote by "The Board" of Directors, whether preliminary or final, may be taken by secret ballot.

6. The Executive Director or designee shall prepare an agenda for each regular and special meeting for “The Board of Directors”. For items to be placed on the agenda, "The Board" President, or any two Board Members may call "The Board" President and request the item(s) no later than 5:00 p.m. five (5) business days prior to a regular meeting date.

7. In accordance with Government Code Section 54956(a), "The Board" President, or a majority of the members of "The Board" (4) may call a special meeting by delivering written notice to each member of "The Board". The Executive Director or designee shall then develop an agenda forecast with "The Board" President.

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8. This policy does not prevent "The Board" from taking testimony at regular and special meetings of "The Board" on matters which are not on the agenda that a member of the public may wish to bring before "The Board". However, "The Board" shall not discuss or take action on such matters at that meeting. "The Board" may ask clarifying questions of public testimony. Public Comments are limited to three minutes per speaker.

AGENDA NOTICES

1. The District Clerk shall post an agenda containing a brief, general description of each item of business to be transacted or discussed at a meeting of "The Board" in a visible location that is freely accessible to the public, at least 72 hours in advance of any regular meeting of ""The Board of Directors". The agenda will also include the time and place of the meeting.

2. The District Clerk shall electronically post the agenda on "The District" Website at least 72 hours prior to the date of the meeting.

3. In the event that "The Board" calls a special meeting, The District Clerk shall post the agenda, except that the agenda shall be posted at least 24 hours in advance. In addition, the Secretary shall deliver written notice to each member of "The Board" , and to each local newspaper of general circulation, at least 24 hours in advance of the time of the meeting as specified in the notice.

4. As needed, if closed session of "The Board" is required, properly announced and conducted for only those purposes allowed in "The Brown Act" (California Government Code §54950 through §54926) and are generally held (but not limited to) immediately prior to the regular or special meeting agenda.

5. The President of "The Board", in consultation with the of "The District", shall determine the agenda, provided that any two Board members may specify that an item be on the agenda.

6. The requirements of this section shall not apply where "The Board" declares an emergency situation or other exception in accordance with California Government Code Sections 54954.2 or 54956.5.

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POLICY TITLE: **RALPH M. BROWN ACT POLICY (BROWN ACT)**

POLICY NUMBER: P - 09

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

1. 54953
   a. All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

   b. Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding. **See Policy P-10, next, re Teleconferencing**

2. 54956
   (a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

   The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

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(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

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POLICY TITLE: **MEETINGS BY TELECONFERENCE**

POLICY NUMBER: P - 10

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

It is the policy of the City of Alameda Healthcare District Board of Directors that, while all meetings of the "The Board" or any of its Standing Committees must be open and public, and all persons shall be permitted to attend any such meeting, teleconferencing may be used for all purposes in connection with any meeting within the subject matter jurisdiction of “The Board”. If “The Board” elects to use teleconferencing, it shall comply with all of the following guidelines:

GUIDELINES :

1. The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before "The Board". The teleconferenced meeting or proceeding shall comply with all applicable provisions of law relating to a specific type of meeting or proceeding.

2. "The Board" shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address "The Board" directly.

3. "The Board" shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public [leave doors ajar]. Nothing shall prohibit the District from providing the public with additional teleconference locations.*

4. During the teleconference, at least a quorum of three members of "The Board" shall participate from locations within the boundaries of the District.

5. All votes taken during a teleconferenced meeting shall be by roll call, and no action shall be taken by secret ballot, whether preliminary or final.

6. "The Board" shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

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7. Prior to taking final action, "The Board" shall orally report a summary of a recommendation for a final action on the compensation to be paid to the District executive during the open meeting in which the final action is to be taken. *

8. "The Board" shall provide at least one of the following as a means by which the public may remotely hear and visually observe the meeting, and remotely address "The Board":
    a. A two-way audiovisual platform.
    b. A two-way telephonic service and a live webcasting of the meeting.

9. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, "The Board" shall also give notice of the means by which members of the public may access the meeting and offer public comment.

10. The agenda shall identify and include an opportunity for all persons to address "The Board" directly via a call-in option, via an internet-based service option, and at the in-person location of the meeting.

11. In the event of a disruption that prevents "The Board" from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, "The Board" shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents "The Board" from broadcasting the meeting may be challenged pursuant to Government Code Section 54960.1.

12. "The Board" shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address "The Board" and offer comments in real time.

13. An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local Board, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

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14. A member of "The Board" shall only participate in the meeting remotely pursuant to this subdivision, if all of the following requirements are met: One of the following circumstances applies:
    a. The member notifies "The Board" at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting. The provisions of this clause shall not be used by any member of "The Board" for more than two meetings per calendar year.
    b. The member requests "The Board" to allow them to participate in the meeting remotely due to emergency circumstances and "The Board" takes action to approve the request. "The Board" shall request a general description of the circumstances relating to their need to appear remotely at the given meeting. A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information. For the purposes of this clause, the following requirements apply:
    c. A member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible. The member shall make a separate request for each meeting in which they seek to participate remotely.
    d. "The Board" may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place the proposed action on such a request on the posted agenda for the meeting for which the request is made, "The Board" may take action at the beginning of the meeting.

15. The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals. The member shall participate through both audio and visual technology.

16. The provisions of this subdivision shall not serve as a means for any member of a Board to participate in meetings of "The Board" solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings of "The District" within a calendar year, or more than two meetings if "The Board" regularly meets fewer than 10 times per calendar year.

City of Alameda
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POLICY TITLE: **BOD RULES OF CONDUCT AND ORDER**

POLICY NUMBER: P - 11

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District "The District" is committed to promote excellence in leadership, effective governance, ensure that "The District's" values are carried out, and compliance with "The Brown Act"

GUIDELINES:

1. The health of "The District's" constituents will be the priority of " The Board".

2. The dignity, style, values, and opinions of each Director will be respected.

3. "The Board's" primary responsibilities are: formulation and evaluation of policy; setting strategic direction, and recruiting, directing and evaluating the Executive Director. Routine matters concerning the operational aspects of "The District" are delegated to the administrative staff of "The District".

4. Agendas for Board meetings will be prepared by the Executive Director in collaboration with the Board Chair. If two Directors request an item be placed on the agenda, the Executive Director shall place the item on the agenda for the next meeting. Any request for a future agenda item shall be made at a public meeting or directly to the Executive Director no later than 5:00 PM on the Wednesday the week before the meeting date.

5. Directors will come to meetings thoroughly prepared to discuss agenda items. Information requested or exchanged before meetings will be in a manner consistent with "The Brown Act".

6. Attentive listening in all verbal communications is encouraged.

7. Directors will provide courteous responses to constituent questions and concerns, and when appropriate, will direct to the proper administrative personnel for follow up.

8. Once "The Board" takes an action, Directors will support the action and avoid interfering in any way with the implementation of said action.

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Health Care District

9. The work of "The District" is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of "The District"

City of Alameda Health Care District

POLICY TITLE: **SEXUAL HARASSMENT PREVENTION TRAINING**

POLICY NUMBER: P - 12

ADOPTIONS: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District Board of Directors is committed to ensuring all Board members complete a Sexual Harassment Prevention Training pursuant to Section 53237 of the California Government Code (AB 1661).

GUIDELINES:

1. "The Board" is required to receive at least two hours of Sexual Harassment Prevention Training within the first six months of taking office, and every two years thereafter.

2. The Board Clerk shall inform "The Board" of available training resources. Sexual Harassment Prevention Training received in the course of outside employment or service on the board of another agency may fulfill this requirement.

3. "The District" will pay for/ reimburse the cost of the training. Pre-approval of the expense is required as per the Board Continuing Education Policy.

4. Each Board member is responsible for submitting their Certification of Completion of the Sexual Harassment Prevention Training to the Board Clerk.

5. The Board Clerk shall maintain records for the Sexual Harassment Prevention Training for "The Board"/ These records shall be maintained for at least five years after. All trainings are public records subject to disclosure under the California Public Records Act.

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POLICY TITLE: **ETHICS TRAINING**

POLICY NUMBER: P - 13

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District Board of Directors is committed to ensuring all Board members receive an Ethics Training course pursuant to California Government Code Sec. 53234, et seq. (AB 1234)

GUIDELINES:

1. All City of Alameda Board of Directors and Executive Staff of "The District" are required to complete at least a two hour qualified training on general ethics principles and ethics laws every two years. A qualified course meets the requirements as set forth by the Attorney General and the Fair Political Practices Commission issued pursuant to AB 1234.

2. Directors elected through the election process will have six months to complete their ethics training, which must be submitted no later than March 1st. Directors appointed by “The Board” will have three months from their start date to complete the training. Each director is required to complete an ethics training course every two years thereafter.

3. Executive Staff must complete ethics training within three months of hire and every two years thereafter.

4. Each Board member and designated executive staff is responsible for submitting their Certification of Completion of their Ethics Training to the Board Clerk.

5. This policy shall also apply to all staff members that "The Board" designates and to members of all commissions, committees and other bodies that are subject to "The Brown Act" open meeting.

6. "The District" will pay for/ reimburse the cost of the Ethics Training.

7. The Board Clerk shall inform "The Board" of available training resources and upcoming Ethics Training renewals. Ethics Training received in the course of outside employment or service on the board of another agency may fulfill this requirement.

City of Alameda
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8. The Board Clerk shall maintain records for the Ethics Training course for "The Board". These records shall be maintained for at least five years after. All trainings are public records subject to disclosure under the California Public Records Act.

City of Alameda Health Care District

POLICY TITLE: **BOD CONTINUING EDUCATION**

POLICY NUMBER: P - 14

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

It is the policy of The City of Alameda Health Care District ("The District") Board of Directors to encourage members of "The Board" to attend educational conferences and professional meetings when the purpose of such activities is to improve District operations.

GUIDELINES:

1. Members of "The Board" are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Therefore, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to "The District", as long as a majority of the members do not discuss issues related to District business.

2. Directors shall not attend a conference or training event at "The District's "expense when it is apparent that there is no significant benefit to "The District". "Junkets" (a tour or journey for pleasure at public expense), will not be permitted.

3. Board members are required to receive training in ethics pursuant to AB 1234 and Policy 2170 on Ethics Trainings and Sexual Harassment Prevention Training pursuant to Government Code Section 53237.1 within the first six months of taking office, and every two years thereafter. In addition, Board members are required to undergo governance training and continuing education specializing in local government

4. "The District" will reimburse expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of "The District".

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5. Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by "The Board" President or the Executive Director prior to incurring any reimbursable costs.

6. A Director shall not attend a conference or training event for which there is an expense to "The District" if it occurs after they have announced their pending resignation or if it occurs after an election in which it has been determined that they will not retain their seat on "The Board". A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to "The District".

7. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by "The District", Directors will make a verbal report during the next regular meeting of the Board. Materials from the session(s) may be delivered to "The District" office for the future use of other Directors and staff.The Director may prepare a written report for distribution to "The Board" detailing what was learned at the session(s) that will be of benefit to "The District".

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POLICY TITLE: **DIRECTOR AND STAFF COMPENSATION AND EXPENSE REIMBURSEMENT**

POLICY NUMBER: P - 15

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The following prescribe the manner in which Directors and Staff may be reimbursed for expenditures related to District business. Members of the City of Alameda Health Care District Board of Directors and District Staff shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of "The Board" . This shall include but not be limited to seminars, meetings, meals and traveling expenses associated with official District business.

Directors shall receive a stipend of $100 for attendance at each regular or special Board meeting.

GUIDELINES:

1. All requests must be submitted to the Executive Director.

2. Each individual line item on the Expense Reimbursement Form must be supported by appropriate documentation.
   Examples include:
   a. Itemized hotel bills
   b. Stated purpose of meeting, trip, meal, etc.
   c. Restaurant receipts that include the purpose of the meal/meeting and those in attendance, if reimbursement is covering other participants.
   d. Google, Map Quest or other documents confirming the mileage between points of travel for business purposes.
   e. Confirmation of registration at Association or educational programs
   f. Receipts are not required for line items of <$25

3. The Executive Director will review and approve the reimbursement request. Once approved the Executive Assistant will make a copy of the check and expense receipts

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4. Reimbursement to the Executive Director will be submitted with copies of receipts. The Executive Assistant makes a copy of the check, Expense Reimbursement Form and all supportive documentation for "The District" file.

5. All expenses must be reasonable and necessary; Directors and staff are encouraged to exercise prudence in all expenditures.

6. "The District" shall reimburse Directors and administrative staff for actual necessary traveling and incidental expense incurred in the performance of official duties as members of the District board, or District staff, subject to the requirements of these Policies and Procedures.

7. The following types of occurrences qualify for reimbursement if attending in the performance of official duties as members of the District Board and staff:
    a. Training and workshops, seminars and conferences
    b. Educational workshops, seminars and conferences
    c. Meetings sponsored by ACHD (The Association of California Health Care Districts), by CSDA (The California Association of Special Districts Association), and by other state or national organizations relevant to the purposes of "The District".
    d. Meetings of local governmental entities and bodies, and committees thereof.
    e. Meetings of local nonprofit organizations
    f. Meetings of community or civic groups or organizations
    g. Meetings of advisory groups and committees organized or conducted by District staff
    h. Meetings with District consultants, advisors and other professionals
    i. Any other activity approved by "The Board" in advance of attendance, whether the request for attendance was initiated by "The Board" of by a board member

8. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available.

9. Reimbursement for travel, meals, lodging and other actual and necessary expenses shall be at the Internal Revenue Service rates established in Publication 463 or successor.

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POLICY TITLE: **ROLE OF EXECUTIVE DIRECTOR**

POLICY NUMBER: P - 16

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The Board of Directors may select, employ an give the necessary authority to a competent Executive Director "Executive Director or ED" who shall be responsible for overseeing and directing the day-to-day management and operations of "The District". in performing this task, The ED shall be held responsible for the administration of "The District" in all its activities and departments, subject only to such polices as may be adopted and such orders as may be issued by "The Board" or by any of its committees to which it has delegated power for such action.

GUIDELINES:

Authority and duties if the Executive Director or if non the President, shall be:

1. To act as the duly authorized representative of "The Board" in all matters in which "The Board" has not formally designated some other person.
2. To develop a plan for organizing the personnel and other consultants/ contractors to "The Board" and to establish procedures for the internal operation of "The District", each of which will be submitted to "The Board" for approval.
3. To prepare an annual budget showing the expected receipts and expenditures, as required by "The Board".
4. To select, employ, supervise and discharge all consultants contractors necessary for carrying on the normal functions of "The District" and its facilities, if any. Notwithstanding the above, all consultants/contractors to "The District" may ultimately serve as the pleasure of "The Board".
5. To supervise all business affairs, such as records of financial transactions, the collection of accounts, and the purchase and issuance of supplies.
6. To ensure that all funds are collected and expenses to "The District's" best possible advantage while acknowledging and abiding by all legal and contractual obligations undertaken by "The District".
7. To promote a high level of cooperation with the Chief Administrative Officer of Alameda Hospital and other Alameda Health System leaders whose responsibilities affect the delivery of health care and health-related services and the maintenance and operation of related facilities within "The District".

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8. To submit reports reviewing the professional services and financial activities of "The District" periodically to "The Board" or its authorized committees.
9. To prepare and submit any special reports requested by "The Board" or its authorized committees in accordance with their instructions.
10. To provide staff support for "The Board" and its committees necessary to complete their missions.
11. To attend all meetings of "The Board".
12. To attend the meetings of any committee "The Board" determines requires the ED's regular attendance.
13. To work with Board members, as appropriate, to liaise with other public agencies and elected officials. Working with legal counsel and other information resources, to help "The District" stay in compliance with the Local Health Care District Law and "The Brown Act".
14. To assist the District Board in staying informed about the changing realities of the health care financing, delivery, and quality of care assessment environment in which “The District" and its health facilities operate.
15. To perform any other duties that may be necessary in the best interest of the District.

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POLICY TITLE: **EXECUTIVE DIRECTOR PERFORMANCE EVALUATION AND COMPENSATION**

POLICY NUMBER: P-17

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The Executive Director shall have overall responsibility for the successful organization and operation of the District's activities. The Executive Director will, at the direction of the City of Alameda Health Care District Board, develop, manage, and/or operate programs that meet the goals, mission, and vision established by the "The Board". It is the policy of "The District" to provide a fair, reasonable, and competitive compensation package for this critical District position.

GUIDELINES:

1. There will be a Professional Services Agreement in place between the District and the Executive Director.

2. The Agreement will establish the base compensation, benefits, and other compensation for the Executive Director and an annual review process for determining any change in compensation and/or benefits.

3. At the start of each anniversary year, a set of Performance Goals are developed by the Board Chair and Executive Director. Goals are used as key measures to assess the Executive Director's performance for the year.

4. Within 30 days of each anniversary of the Employment Agreement:
    a. Each Director will submit a Executive Director Performance Worksheet and the Executive Director submits a self- evaluation to the Board Chair.
    b. The Board Chair gathers compensation data; sources can include:
        - On-line government employee salary reports
        - Interviews with Director colleagues from other non-hospital operating California healthcare districts
        - Salary and benefit compensation studies done by independent sources

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- Written job offers for similar positions as shared by local healthcare executive recruiters Salary, benefits, and other compensation history for the Executive Director as provided by "The District" of the payroll data.

5. In closed session, the Executive Director presents his/her self-evaluation and Directors have the opportunity to interact with the Executive Director on performance highlights and issues. The Executive Director is excused from this session, and the Board deliberates, develops performance feedback, and determines any increase in compensation or benefits.

6. The Board Chair is designated as the Chief Negotiator and is charged with communicating to the Executive Director the outcome of the performance review and any proposed salary adjustment, merit increase, performance bonus, or other benefit change.

7. If the Executive Director accepts the offer, the Board Chair reports out at the next public Board meeting and an Addendum is prepared which details the new base compensation, any merit increase, any performance bonus, and/or any other change to the compensation package. The Addendum is signed by the Board Chair and CEO and filed in the Executive Director's file.

8. If the Executive Director rejects the offer, the Board will meet in closed session to determine what, if any, further negotiations are prudent.

9. The public Board minutes will document any change to the base salary, the amount of any merit increase or performance bonus, and/or other increase in the benefit package.

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POLICY TITLE: **SPENDING AUTHORITY OF EXECUTIVE DIRECTOR**

POLICY NUMBER: P - 18

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District ensures that smaller and/or budgeted expenses may be approved by the Executive Director, while larger budgeted and unbudgeted expenses require Board review and approval.

GUIDELINES :

Contracts and purchases that do not require public bidding may be authorized by the Executive Director as follows:

1. Contracts within the approved budget:
   - A. $1 - $25,000 –Executive Director may authorize
   - B. Over $25,000 – Executive Director may authorize with Board Chair's approval
2. Amounts not in approved budget:
   - A. $1 - $5,000 – Executive Director may authorize
   - B. Over $5,000 – Board approval required Discretionary grants to community groups and service providers.

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POLICY TITLE: **PUBLIC RECORDS REQUEST POLICY**

POLICY NUMBER: P-19

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

As a governmental agency, The City of Alameda Health Care District "The District" all members of "The Board" and employees are subject to California laws regulating conflicts of interest and requiring certain financial disclosures. The Political Reform Act of 1974 (California government Code §81000, et.seq.) (the "PRA") requires, among other things, each state and local government agency to adopt and promulgated its own conflict of interest code (§87300). Section 18730 of the California Code of Regulations, "Regulations of the Fair Political Practices Commission," provides that incorporation by reference of the terms of that regulation constitutes the adoption and promulgation of a conflict-of-interest code as required by the PRA.

"The District" has therefore adopted by reference Section 18730 as the Conflict-of-Interest Code including as that regulation may hereinafter be amended or modified by the FPPC. The purpose of the Code is to provide for the disclosure of Investments, Business Positions, Interests in Real Property and Income of Designated Officials and Employees that may be materially affected by their official actions, and, in appropriate circumstances, to provide that Designated Officials and Employees should be disqualified from acting in order that conflicts of interest may be avoided. The needs of "The District". constituents should be the priority of "The Board". When "The Board". and/or a Director believes they may have a conflict of interest, "The District's" legal counsel shall be requested to determine if one exists or not.

GUIDELINES :

1. This Code shall be in addition to and shall not be construed to supersede or limit in any way, the application of (i) any policies and procedures adopted by "The District" pertaining to conflicts of interest that are not otherwise codified herein or

2. The following Guidelines and referenced procedures shall govern the accessibility for inspection and copying of all of the public records of "The District". These guidelines are to be administered by the Executive Director of "The District". (ii) other laws and regulations pertaining to conflicts of interest of public officials, including but not limited to Government Code Sections 1090 (financial interest in contracts), 87100 (financial

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interest in governmental decisions) and 1126 (employment-based conflicts of interest), each of which is hereby incorporated by reference into the Code. The following is a summary of the prohibitions of those statutes:

a. **Government Code Section 1090:** prohibits any member of "The Board", officer or employee of "The District" from participating in the making of any "District" contract in which he/she has financial interest. This prohibition against participation in the making of a contract includes but is not limited to discussing or voting upon the contract or influencing or attempting to influence another member of "The Board" as to his/her vote on the contract (NOTE: A violation of Section 1090 carries with it the risk that "The District" contract in question will be declared void under Government Code Section 1092.)
b. **Government Code Section 87100** :prohibits any member of "The District", officer, or employee of "The District" from making, participating in making or in any way attempting to use their official position to influence a "The District" decision in which he/she knows or has reason to know he/she has a financial interest. This prohibition against participation in "The District's" decision-making includes but is not limited to discussing or voting upon the matter or influencing or attempting to influence another member of "The Board" as to "The District's" decision or vote on the matter.
c. **Government Code Section 1126**: prohibits any member of "The Board", officer or employee of "The District" from engaging in any employment, activity, or enterprise for compensation that is inconsistent, "The District".

DISCLOSURE STATEMENTS

1. Designated Officials and Employees: The persons holding positions listed in the Appendix are Designated Officials and Employees. As described in the Appendix, each Designated Official and Employee shall file annual statements disclosing his/her Business Positions, Health Care Facility Relationships, Interests in real Property Within the Jurisdiction, Investments in Business Entities, Income, or sources of Income as well as those Interests in Real Property, Business Positions, Investments and Income and sources of income of his/her Immediate Family members, which might foreseeably be affected materially by the operations of "The District" in a manner different from the public generally or a significant segment thereof.

2. Time of Filing Statements: As provided in Section 18730, California Code of Regulations.

3. Forms: Forms will be supplied by "The District".

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4. Place of Filing: Designated employees, except members of "The Board", shall file their Statements of Economic Interests (Form 700) with "The District's" Administration, who will make the statements available for public inspection and reproduction (Government Code Section 81800). Statements of designated employees will be retained by "The District". Members of "The Board" will file their original statements with the Alameda County Elections Department and will provide copies to be retained by "The District".

DESIGNATED EMPLOYEES

The following is a list of the positions which The City of Alameda Health Care District Board has determined will entail the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest:

1. Members of the Board of "The Board", elected or appointed.
2. "The District's" Executive Director and Controller. "The Board" has determined that the disclosure requirements of this Code shall be equally applicable to each of the above-listed "designated employee." i.e., each of said designated employees will be subject to all disclosure requirements of this Code. Consultants to "The District" may also be subject to the disclosure requirements of this Code, as determined on a case-by-case basis by "The Board". This decision shall be based upon the determination of whether the Consultant participates in the making of decisions on behalf of "The District".

DISCLOSURE
TYPES OF INVESTMENTS, BUSINESS POSITIONS, INTEREST IN REAL PROPERTY AND SOURCES OF INCOME THAT ARE REPORTABLE

General Rule: An investment, business position, interest in real property, or source of income, including gifts, is reportable if the business entity in which the investment or business position is held, the interest in real property, or the income or source of income, may foreseeable be affected materially by any decision made or participated in by the designated employee by virtue of his or her official position. Financial interests are reportable only if located within "The District" or if the business entity is doing business or planning to do business within "The District" (and such plans are known by the designated employee) or had done business within "The District" at any time during the two years prior to the filing of the Statement. Furthermore, pursuant to Government Code Section 87302(a), "The Board" has determined that the following, but not by way of limitation, specific Business Entities in

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Furthermore, pursuant to Government Code Section 87302(a), "The Board" has determined that the following, but not by way of limitation, specific business which a Designated Official or employee has an Investment, Business Position, an Interest in Real Property, or derives Income there from are reportable:

1. Bank, Savings and Loan or other Thrift Associations
2. Third Party Payors for Health Care Services (including health maintenance organizations, hospital service plans, preferred provider organizations and indemnity health insurance carriers)
3. Liability Insurance Companies (including carriers which offer or sell professional liability insurance, comprehensive liability insurance, directors' and officers' liability and other types of insurance maintained by or on behalf of "The District"
4. Real Estate Companies
5. Ambulance Services Companies
6. Health Care Providers/Facilities (including hospitals, skilled nursing homes, home health agencies, medical groups, ambulatory care centers, clinics, etc.)
7. Consulting Firms (architectural, legal, accounting)
8. Any other Business Entity which supplies materials and/or supplies to "The District", or which has supplied materials and/or supplies to the District at any time during the two (2) years prior to the time any statement or other action is required under this Code.

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POLICY TITLE: **DEBT MANAGEMENT POLICY**

POLICY NUMBER: P - 20

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District (the "District") pursuant to the provisions of section 8855(i) of the California Government Code, prior to the issuance or incurrence of any debt, is required to adopt local debt policies concerning the use of debt and that any proposed debt issuance is consistent with those local debt policies.

GUIDELINES :

Section 1. The debt management policy, hereinafter set forth (the "Debt Policy"), is hereby adopted by "The Board". The Debt Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize "The District's" interest expense and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for "The District".

Section 2. Appropriate officers and officials of "The District" are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this resolution.

Section 3. This Resolution shall be effective upon adoption by the Board.

DEBT MANAGEMENT POLICY

1. This Debt Management Policy (the "Debt Policy") of the CITY OF ALAMEDA HEALTH CARE DISTRICT (the "District") was approved by "The Board" on June 10, 2024. The Debt Policy may be amended by the Board as it deems appropriate from time to time in the prudent management of the debt of "The District".

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2. This Debt Policy will also apply to any debt issued by any other public agency for which "The Board" of "The District" acts as its legislative body.

3. The Debt Policy has been developed to provide guidance in the issuance and management of debt by "The District" or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize "The District's" interest expense and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for "The District".

4. Debt, properly issued and managed, is a critical element in any financial management program. It assists in "The District's" effort to allocate limited resources to provide the highest quality of service to the public. "The District" understands that poor debt management can have ripple effects that hurt other areas of "The District". On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of "The District" for its residents and businesses.

FINDINGS

This Debt Policy shall govern all debt undertaken by "The District". "The District" hereby recognizes that a fiscally prudent debt policy is required in order to:

1. Maintain "The District's" sound financial position.
2. Ensure "The District" has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
3. Protect "The District's" credit-worthiness.
4. Ensure that all debt is structured in order to protect both current and future taxpayers and constituents of "The District".
5. Ensure that "The District's" debt is consistent with "The District's" planning goals and objectives and capital improvement program or budget, as applicable.
6. Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

PURPOSES FOR WHICH DEBT MAY BE ISSUED

1. "The District" will consider the use of debt financing primarily for capital improvement projects ("CIP") when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service

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requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

2. Long-Term Debt- Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by "The District".

3. Long-term debt financings are appropriate when the following conditions exist:
    a. When the project to be financed is necessary to provide basic and/or specialized services.
    b. When the project to be financed will provide benefit to constituents over multiple years.
    c. When total debt does not constitute an unreasonable burden to "The District", its taxpayers and patients.
    d. When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
    e. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

4. "The District" may use long-term debt financings subject to the following conditions:
    a. The project to be financed has been or will be approved by the Board.
    b. The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause "The District" to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
    c. "The District" estimates that sufficient income or revenues will be available to service the debt through its maturity.
    d. "The District" determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
    e. "The District" considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative funding sources that would be of greater benefit to "The District" than the funding sources selected.

5. Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding's will be considered (within federal tax law constraints) if and

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when there is a net economic benefit of the refunding. Refunding's which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions, operational flexibility, tax status of "The District" or its debt profile.

6. In general, refunding's which produce a net present value savings of at least four percent of the outstanding principal amount of the refunded debt will be considered economically viable. Refunding's which produce a net present value savings of less than four percent or negative savings will be considered on a case-by-case basis, and are subject to special circumstances.

7. Short-term debt. Short-term borrowings may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes ("TRAN").

8. Short-term borrowings, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing or cash flow repayment. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless "The Board" determines that short-term debt should exceed seven years.

9. Short-term debt may also be used to finance short-lived capital projects; for example, "The District" may undertake lease-purchase financing for equipment, and such equipment leases may be longer than seven years.

10. Financings on Behalf of Other Entities. "The District" may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of "The District". In such cases, "The District" shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will "The District" incur any liability or assume responsibility for payment of debt service on such debt.

TYPES OF DEBT

In order to maximize the financial options available to benefit the public, it is the policy of "The District" to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

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1. General Obligation Bonds ("GO Bonds"): GO Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include hospitals, clinics, and other public safety facilities. All GO Bonds shall be authorized by the requisite number of votes in order to pass.
2. Revenue Bonds: Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. Generally, no voter approval is required to issue this type of obligation.
3. Lease-Backed Debt/Certificates of Participation ("COP"): Issuance of Lease-backed or installment sale/purchase debt is a commonly used form of debt that allows a public entity to finance projects where the debt service is secured via a lease or installment sale agreement and where the payments are budgeted in the annual budget of "The District" from the general fund. COPs do not constitute indebtedness under the state or "The District's" constitutional debt limit and do not require voter approval.
4. "The District" may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, "The District" will give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. "The District" may choose to issue debt that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue debt in a variable rate mode, consideration will be given in regards to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third-party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose. The maximum amount of variable rate debt should be limited to no more than 20% of the total debt portfolio of "The District".
"The District" should not employ derivatives, such as interest rate swaps, in its debt program. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a bond or an underlying reference such as an interest rate. Derivatives are commonly used as hedging devices in managing interest rate risk and thereby reducing borrowing costs. However, these products bear certain risks not associated with standard debt instruments.

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RELATIONSHIP OF DEBT TO CAPITAL IMPROVEMENT PROGRAM AND BUDGET

1. "The District" intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in "The District's" capital budget and the capital improvement plan.
2. "The District" will strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. "The District" shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear, unless a specific revenue source has been identified for this purpose, such as parcel tax funds.
3. "The District" shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of "The District's" public purposes.
4. "The District" shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

POLICY GOALS RELATED TO PLANNING AND OBJECTIVES

1. "The District" is committed to financial planning, maintaining appropriate reserve levels and employing prudent practices in governance, management and budget administration. "The District" intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in "The District's" annual operating budget.
2. It is a policy goal of "The District" to protect taxpayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings and the lowest practical borrowing costs.
3. "The District" will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.
4. Except as described in Section 2.A., when refinancing debt, it shall be the policy goal of "The District" to realize, whenever possible, and subject to any overriding non-financial policy considerations minimum net present value debt service savings equal to or greater than 4% of the principal amount of the debt being refinanced.

INTERNAL CONTROL PROCEDURES

1. When issuing debt, in addition to complying with the terms of this Debt Policy, "The District" shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

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2. "The District" will periodically review the requirements of and will remain in compliance with the following:

    a. continuing disclosure undertakings under SEC Rule 15c2-12,
    b. any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
    c. "The District's" investment policies as they relate to the investment of bond proceeds.

3. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and "The District" will submit written requisitions for such proceeds. "The District" will submit a requisition only after obtaining the signature of the Executive Director.

WAIVERS OF DEBT POLICY

There may be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or in the best interests of "The District" and the failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by "The District" in accordance with applicable laws.

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POLICY TITLE: **PUBLIC RECORDS REQUEST POLICY**

POLICY NUMBER: P-21

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care District ("The District") encourages public participation in the governing process and aims to provide reasonable accessibility to all public records except those documents that are exempt from disclosure by express provisions of law or considered confidential or privileged under the law, in accordance with The California Public Records Act (Government Code, section 7920 et seq.).

GUIDELINES :

1. The following Guidelines and referenced procedures shall govern the accessibility for inspection and copying of all of the public records of "The District". These guidelines are to be administered by the Executive Director of "The District".

2. The purpose of these guidelines is to serve as general rules to be followed by those persons charged with administration of the Procedures for Inspection and Copying of the Public Records of "The District". Certain requirements of law must be observed relating to disclosure of records and to the protection of the confidentiality of records. These Guidelines set forth the general rules contained in such laws.

DEFINITIONS:

1. “Person” includes any natural person, corporation, partnership, firm or association.

2. “Public records” includes any writing containing information relating to the conduct of the business of "The District" prepared, owned, used or retained by "The District" regardless of physical form or characteristics.

3. “Writing” means handwriting, typewriting, printing, certain electronic communications, photocopying, photographing, Photostatting, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored, and all papers, maps, magnetic or paper tapes, photographic films and prints, and other documents.

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QUESTIONS OF INTERPRETATION:

1. In case of any question as to the accessibility of the records of "The District" under these Guidelines, records should not be made accessible to the public until such question has been determined by the Executive Director of "The District". The decision of such officer is final unless overruled by "The Board".

2. "The District" shall justify the withholding of any record by demonstrating that the record requested and withheld is exempt under Paragraph 1050.6 of these Guidelines, or that on the facts of the particular case, the public interest served by not making the record public outweighs the public interest served by the disclosure of such record.

3. In the case of any denial of an Application for Inspection or Copying of Records, the District shall notify the applicant of the decision to deny the application for records and if someone other than "The District's" Executive Director denies records, "The District" shall set forth the names and positions of each person responsible for the denial of the request.

FOLLOWING PROCEDURES FOR INSPECTION AND COPYING:

1. The Procedures referred to shall be followed in all of their specifics at all times. Records of inspections shall be accurately maintained.

2. "The District" shall redact social security numbers from records before disclosing them to the public and also shall redact such other Personal Identifiable Information (PII), such as home addresses, telephone numbers and birth dates, as permitted or required by law.

3. All requests for public records shall be in writing and should be submitted via , "The District's" website found under the "Commitment to Transparency" page. Written requests can also be mailed to or delivered using form 1050a: Application for inspection of Public Records in person at the District Administrative office at 1402 Park Street, Suite A/B, Alameda, CA 94501.

4. Staff will respond to all requests with an initial determination as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code Section 6253.

5. If clarification is needed on a request, staff will respond to the requestor asking for clarification on the identifiable record or records. If "The District" receives no response within fourteen (14) days, we will respond to the requestor considering the request closed.

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6. Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.

7. Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper electronic format, etc.) and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act required, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.

8. In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

9. Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

RECORDS SUBJECT TO INSEPCTION:
All public records of "The District" are subject to inspection pursuant to these Guidelines except as follows:

1. Records set forth hereinafter as records subject to inspection only with authorization;
2. Records NOT SUBJECT to inspection (unless by Court order); or
3. Records that may be withheld by exercise of discretion.

WAIVER OF EXEMPTION:
If "The District" discloses a public record that is otherwise exempt from disclosure under the California Public Records Act or Health Insurance Portability and Accountability Act (HIPAA), the disclosure may constitute a waiver of the exemption otherwise applicable to such record.

RECORDS NOT SUBJECT TO INSPECTION UNLESS BY COURT ORDER:
The following Records of the District are not subject to inspection by any person without a written order therefore issued by a Court of the State of California or of the United States of America (see reference to Subpoena Duces Tecum hereinafter):

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1. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title I of the Government Code of California, until such litigation or claim has been finally adjudicated or otherwise settled.

2. Personnel, medical or similar files of non-clients, the disclosure of which would constitute an unwarranted invasion of personal privacy of the individual or individuals concerned.

3. Records of complaints to or investigations conducted by, or investigatory or security files compiled by the District for correctional, law enforcement or licensing purposes.

4. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment or academic examination.

5. The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until such time as all of the property has been acquired and all contract agreements obtained.

6. Confidential documents relating to trade secrets of the District. Trade secrets are of unique value to the District, are important to the functioning of District plans and are considered to be confidential documents.

7. Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code of California relating to privilege. (Privileges are conditionally provided for all communications between lawyer and client, physician and patient and psychotherapist and patient).

8. Preliminary drafts, notes, or inter-district, intra-district or other memoranda, between districts, departments of the District, and/or other agencies, which are not retained by the District in the ordinary course of business, and provided that the public interest in withholding such records outweighs the public interest in disclosure.

9. Records in the custody of or maintained by legal counsel to the District.

10. Statements of personal worth or personal financial data required by any licensing agency and filed by an applicant with the licensing agency to establish his or her personal qualifications for the license, certificate or permit applied for.

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11. An information security record of District, if, on the facts of the particular case, disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of District.

12. The collection of private industry wage data for salary purposes, when such data is supplied under contract by the Bureau of Labor Statistics, shall remain confidential and the identity of the employers shall not be open to the public.

13. Computer software developed by the District is not, in itself a public record. The District may sell, lease, or license the software for commercial or noncommercial use. Any computer software that might be developed by the District is entitled to copyright protection and need not be disclosed as a public record. However, information stored in a computer does not necessarily become confidential because of this Section.

14. Any other records of the District that are not required to be disclosed pursuant to the California Public Records Act or other applicable statute as such statutes may be amended from time to time.

DISCRERIONARY WITHHOLDINGS OF RECORDS

1. In addition to the limitations upon disclosure of records set forth in these Guidelines, the District may, in its discretion, withhold inspection of any record or writing when the District determines that on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record. The District may further withhold inspection of records or writings if, based on the facts and circumstances, the District determines that the request or requests would impose an unreasonable burden on the District, which, based on existing case law, would legally justify withholding the writings or records. Such discretion shall be exercised by the District by and through the Chief Executive Officer or his or her designee, whose decision

COMPLIANCE WITH A SUBPOENA DUCES TECUM:

Upon receipt, the Subpoena Duces Tecum (a notice to appear and to bring records, or to produce records without appearance) should be forwarded to the Chief Executive Officer. While a Subpoena Duces Tecum is issued by a court, it is not an order of the court declaring that the particular records are subject to disclosure. Such records may still be subject to protection against disclosure by reason of the existence of a privilege

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or other legal excuse. Therefore, receipt of such a subpoena does not permit disclosure of records in and of itself and the following rules should be followed:

SUBPOENA IN ACTION WHERE THE DISTRICT IS A PARTY:

Immediately consult with legal counsel representing the District as to the proper response.

SUBPOENA IN OTHER ACTIONS:

consult with the District's counsel prior to responding to the subpoena

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POLICY TITLE: **MUTUAL IDEMNIFICATION AND CERTIFICATION AGREEMENT**

POLICY NUMBER: P-23

ADOPTION: 05-12-2025

REVISIONS:

POLICY:
It is recommended that the District Board authorize the District Legal Counsel to execute the annual Certification and Mutual Indemnification Agreement between the City of Alameda Health Care District and County of Alameda.

GUIDELINES :
Each year the District Board approves and authorizes the District's Legal Counsel to execute the Certification and Mutual Indemnification Agreement from Alameda County Auditor-Controller Agency (attached). This agreement needs to be executed and returned to the Office of Auditor-Controller by the 2nd week of August 2020. The language is standard and has not significantly changed since 2002.

In 2002, both hospital counsel at the time of the Asset Transfer (Hansen Bridgett) and County Counsel confirmed that the District's Special Assessment does meet the requirements of Proposition 218, which is an updated version of Proposition 13, and that this matter had been thoroughly researched during the due diligence process before Measure A was placed on the April 2002 ballot.

MUTUAL INDEMNIFICATION AND CERTIFICATION AGREEMENT

The CITY OF ALAMEDA HEALTH CARE DISTRICT (hereafter referred to as public agency), by and through its Attorney, hereby certifies that to its best current understanding of the law, the taxes, assessments and fees placed on the 2018/19 Secured Property Tax bill by the public agency met the requirements of Proposition 218 that added Articles XIIIC and XIIID to the State Constitution.

Therefore, for those taxes, assessments and fees which are subject to Proposition 218 and which are challenged in any legal proceeding on the basis that the public agency has failed to comply with the requirements of Proposition 218; the public agency agrees

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to defend, indemnify and hold harmless the County of Alameda, its Board of Supervisors, its Auditor-Controller/Clerk-Recorder, its officers and employees.
The public agency will pay any final judgment imposed upon the County of Alameda as a result of any act or omission on the part of the public agency in failing to comply with the requirements of Proposition 218.
The County of Alameda, by and through its duly authorized agent, hereby agrees to defend, indemnify and hold harmless the public agency, its employees, agents and elected officials from any and all actions, causes of actions, losses, liens, damages, costs and expenses resulting from the sole negligence of the County of Alameda in assessing, distributing or collecting taxes, assessments and fees on behalf of the public agency.

If a tax, assessment or fee is challenged under Proposition 218 and the proceeds are shared by both the public agency and the County of Alameda; then the parties hereby agree that their proportional share of any liability or judgment shall be equal to their proportional share of the proceeds from the tax, assessment or fee.
The above terms are accepted by the public agency and I further certify that I am authorized to sign this agreement and bind the public agency to its terms.

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POLICY TITLE: **ANNUAL LEVYING OF PARCEL TAX**

POLICY NUMBER: P-24

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

"The District Board" hereby levies an annual tax on every parcel and possessory interest within the District's boundaries in the amount of Two Hundred Ninety-Eight Dollars ($298.00) per year (the "Parcel Tax") in order to defray ongoing hospital general operating expenses and capital improvement expenses; provided, however, that parcels or possessory interests that have an assessed value (real property and improvements combined) of less than $30,000 shall be automatically exempt from the Parcel Tax.

GUIDELINES :

1. The Alameda County Local Agency Formation Commission ("LAFCO") resolved on January 10, 2002 to present a ballot measure to the registered voters of the City of Alameda which, if approved, would authorize the formation of the new health care district within the boundaries of the City of Alameda and authorize "The District" to levy a parcel tax of up to $298.00 on each parcel and possessory interest within the proposed district.

2. On April 9, 2002, over two-thirds of the registered voters of the City of Alameda, who voted that day, voted in favor of creating a health care district authorized to tax each parcel and possessory interest within the district's boundaries in an amount up to $298.00 per year in order to defray ongoing hospital general operating expenses and capital improvement expenses.

3. "The District" was formally organized and began its existence on July 1, 2002.

4. On November 26, 2013, Alameda Health System ("AHS") and "The District" executed a Joint Powers Agreement ("Agreement") pursuant to (i) Chapter 5 (beginning with Section 6500) of Division 7 of Title 1 of the Government Code, authorizing local public entities, including healthcare districts and counties, to exercise their common powers through joint powers agreements, and (ii) Section 14000.2 of the California Welfare and Institutions Code, authorizing the integration of county hospitals with other hospitals into a system of community service.

5. Pursuant to the Agreement, AHS, a public hospital authority created by the Alameda County Board of Supervisors, pursuant to Section 101850 of the California Health and

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Safety Code, obtained possession, use and control of Alameda Hospital ("Hospital") from the City of Alameda Health Care District ("District"), a California health care district organized under the California Local Health District Law, California Health and Safety Code 32000 et seq. effective May 1, 2014 pursuant to the Agreement aves

6. Pursuant to the Agreement "The District" agreed to fulfill its mission to serve the health needs of the Alameda City Community by using the parcel tax proceeds to finance the capital needs of Alameda Hospital and the continued operation of its hospital and other health related services.

7. Without the levy of a parcel and possessory interest tax in the amount of $298.00, the District's revenue will be insufficient to allow the provision of continued local access to emergency room care, acute hospital care and other important services to protect and promote safety and health of District residents.

8. "The District" is authorized under Section 53730.01 *of* the California Government Code to impose special taxes on all real property within its boundaries.

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POLICY TITLE: **SIGNATURE AUTHORITY**

POLICY NUMBER: P - 25

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

The City of Alameda Health Care Distri“District”) to encourage public participation in the governing process and to provide reasonable accessibility to all public records except those documents that are exempt from disclosure by express provisions of law or considered confidential or privileged under the law, in accordance with The California Public Records Act (Government Code, section 7920 et seq.).

GUIDELINES:

1. "The Board" authorizes all Members of "The Board" to serve as the organizations check signors.

2. "The Board" authorizes the Executive Director of "The District" to serve as a check signer for the organization.

3. "The Board" authorizes the following signature requirements with regard to the dollar value of all disbursements:
    a. Disbursements of $9,999 or less require the manual signature of the Executive Director or one of the Directors
    b. Disbursements of $10,000.00 or more requires the manual signature of the two of the following: the Executive Directors or Directors. An exception is the a check for the professional services of the Executive Director, which shall also require only one signature and is a flat amount approved by "The Board" at the time the annual contract with the Executive Director is renewed.

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POLICY TITLE: **CREDIT CARD USAGE**

POLICY NUMBER: P-26

ADOPTION: 05-12-2025

REVISIONS:

POLICY:

It is the policy of "The District" to prescribe internal controls for management of District credit cards

GUIDELINES :

1. This policy applies to all individuals who are authorized to use "The District" credit card(s) and/or who are responsible for managing credit card accounts and/or paying credit card bills. In general, it is the policy of "The District" to establish accounts with vendors for invoicing.

2. A credit card shall be issued to: The Executive Director. Credit cards shall not be issued to or used by members of "The Board".

3. All credit card bills shall be paid in a timely manner to avoid late fees and finance charges whenever possible.
   All credit card expenses shall be reasonable and necessary for the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap in a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by "The District"

4. Cardholders shall review and approve all credit card transactions in the credit card banking system once all approvals and backup have been uploaded. The ED shall review and final-approve all credit card transactions on all cardholder accounts in the credit card banking system after the cardholder has approved. The ED shall review and approve initiated credit card transactions