



TAHOE FOREST HOSPITAL DISTRICT

# 2024-02-08 Board Community Engagement Committee

Thursday, February 8, 2024 at 1:00 p.m.

Tahoe Forest Hospital - Eskridge Conference Room

10121 Pine Avenue, Truckee, CA 96161



TAHOE FOREST HOSPITAL DISTRICT

Meeting Book - 2024-02-08 Board Community Engagement Committee

AGENDA

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ITEMS 1. - 4. : See Agenda

5. APPROVAL OF MINUTES

2023-12-04 Board Community Engagement Committee\_DRAFT  
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6. ITEMS FOR COMMITTEE DISCUSSION AND/OR  
RECOMMENDATION

6.1. Community Benefit Current State Report – Part 2  
No related materials.

6.2. Community Pillar Metric  
No related materials.

6.3. Requests for Public Funds -Grants- and Community Sponsorships-  
AGOV-2401.pdf 6

6.4. Small Wins  
No related materials.

ITEMS 7. - 9. : See Agenda



# BOARD COMMUNITY ENGAGEMENT COMMITTEE AGENDA

Thursday, February 8, 2024 at 1:00 p.m.  
Eskridge Conference Room – Tahoe Forest Hospital  
10121 Pine Avenue, Truckee, CA 96161

**1. CALL TO ORDER**

**2. ROLL CALL**

Michael McGarry, Chair; Mary Brown, Board Member

**3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA**

**4. INPUT – AUDIENCE**

This is an opportunity for members of the public to address the Committee on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Committee cannot take action on any item not on the agenda. The Committee may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

**5. APPROVAL OF MINUTES OF: 12/04/2023**

**6. ITEMS FOR COMMITTEE DISCUSSION AND/OR RECOMMENDATION**

**6.1. Community Benefit Current State Report – Part 2**

Community Engagement Committee will review part two of a Community Benefit Current State Report.

**6.2. Community Pillar Metric**

Community Engagement Committee will review a proposed baseline measurement of the Community Pillar.

**6.3. Grant & Sponsorship Policy, AGOV-2401..... ATTACHMENT**

Community Engagement Committee will review the grant and sponsorship policy.

**6.4. Small Wins**

Community Engagement Committee will share small wins.

**7. REVIEW FOLLOW UP ITEMS / BOARD MEETING RECOMMENDATIONS**

**8. NEXT MEETING DATE**

The next committee date and time will be confirmed.

**9. ADJOURN**

\*Denotes material (or a portion thereof) may be distributed later.

Note: It is the policy of Tahoe Forest Hospital District to not discriminate in admissions, provisions of services, hiring, training and employment practices on the basis of color, national origin, sex, religion, age or disability including AIDS and related conditions. Equal Opportunity Employer. The telephonic meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District’s public meetings. If particular accommodations for the disabled are needed or a reasonable modification of the teleconference procedures are necessary (i.e., disability-related aids or other services), please contact the Executive Assistant at 582-3481 at least 24 hours in advance of the meeting.



# BOARD COMMUNITY ENGAGEMENT COMMITTEE **DRAFT MINUTES**

Monday, December 4, 2023 at 1:00 p.m.  
Eskridge Conference Room – Tahoe Forest Hospital  
10121 Pine Avenue, Truckee, CA 96161

## 1. CALL TO ORDER

Meeting was called to order at 1:03 p.m.

## 2. ROLL CALL

Board: Michael McGarry, Chair; Mary Brown, Board Member

Staff in attendance: Harry Weis, President & Chief Executive Officer; Louis Ward, Chief Operating Officer; Dr. Brian Evans, Chief Medical Officer; Ted Owens, Executive Director of Governance; Karli Epstein, Executive Director of Foundations; Maria Martin, Director of Community Health; Lizzy Henasey, Population Health Analyst; Meg Rab, Director of Marketing Megan Shirley, Medical Director of Community Health; Wendy Buchanan, Director of Occupational Health & Center for Health; Martina Rochefort, Clerk of the Board

## 3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

No changes were made to the agenda.

## 4. INPUT – AUDIENCE

No public comment was received.

## 5. APPROVAL OF MINUTES OF: 09/25/2023

Director Brown moved to approve the Board Community Engagement Committee minutes of September 25, 2023, seconded by Director McGarry.

## 6. ITEMS FOR COMMITTEE DISCUSSION AND/OR RECOMMENDATION

### 6.1. Small Wins

Community Engagement Committee attendees shared small wins that included:

- teen forum utilized
- NV County supported Haven vending machine that is stocked with COVID support, oral hygiene products, etc.
- homeless warming shelter
- HEART to HEART testimonial
- Community Health Advocate
- Sponsored helmets for local Little League/Softball teams
- Received \$30,000 grant for PMAD services
- marketing assistance for Giving Tuesday
- holiday support of staff

### 6.2. Draft Committee Charter

Community Engagement Committee reviewed the draft of its committee charter. Discussion was held.

The charter will move forward to the full Board of Directors for approval.

### **6.3. Work Groups/Group Leadership**

Community Engagement Committee reviewed and discussed work groups.

Accountable Community of Health will become the guide for the community pillar.

Community Engagement Committee discussed the definition of Community Benefit. Community Benefit is where the hospital receives nothing in return.

There should be an avenue for community members to share their thoughts.

UNR will conduct another economic study.

Leadership needs further development. Committee members were asked to think further about leadership of work groups.

CMO is thinking about the committee's work with the management systems model. The Health System needs to be able to measure what is being put out to the community. It is easy to drift.

### **6.4. Community Benefit Current State Report – Part 1**

Director of Community Health, Director of Occupational Health and Population Health Analyst presented part one of a Community Benefit Current State Report. Areas reviewed included Community Health Needs Assessment priority areas of Health Equity and Social Drivers of Health, Mental/Behavioral Health, Substance Misuse, Chronic Disease Management and Prevention and Wellness, and Center for Health Navigators.

### **6.5. Draft Grant & Sponsorship Policies**

No discussion was held. Community Engagement Committee will review the draft grant and sponsorship policies at the next committee meeting.

## **7. REVIEW FOLLOW UP ITEMS / BOARD MEETING RECOMMENDATIONS**

The committee charter will go to the Board for approval.

## **8. NEXT MEETING DATE**

The next committee will be scheduled for the end of January.

## **9. ADJOURN**

**Meeting adjourned at 2:39 p.m.**



Origination Date 01/2024  
Last Approved 01/2024  
Last Revised 01/2024  
Next Review 01/2027

Department Governance - AGOV  
Applicabilities Multispecialty Clinics, Tahoe Forest Cancer Center, Tahoe Forest Hospital

## Requests for Public Funds (Grants) and Community Sponsorships, AGOV-2401

### RISK:

Failure to provide a clear community process for grant submissions and/or community sponsorship submissions and requests could lead to community dissatisfaction and confusion and run afoul of state law governing the award of public funds for a public purpose.

### POLICY:

In accordance with the Tahoe Forest Hospital District's ("TFHD" or the "District") Mission, Vision, and Strategic Plan it is the policy of TFHD to provide guidelines for Grants & Sponsorships to provide health and wellness programs / projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements.

Areas of consideration may include, but are not limited to, behavioral health, dental, rehabilitation, women's health, pediatric health, student scholarships in human health care related studies, senior programs, telehealth technology, and community services.

The District shall determine the amount to be budgeted to help fund these grant and sponsorship needs. The final decision regarding grant and sponsorship recipients shall be made by the Administrative Team. The District Board of Directors will review and approve the Annual Budget which may or may not include funds budgeted for grants and sponsorships.

### PROCEDURE:

#### A. Sponsorship Requests:

1. TFHD may sponsor local organizations without violating the constitutional prohibition against making a gift of public funds if it reasonably determines that such sponsorships serve a public purpose, and the sponsorship has a nexus with

health care and the Mission and Vision of the District. The purpose behind sponsorships can include increased utilization of the District's services and facilities, enhancing the community's image of the District as an organization that cares and gives back to the local community, and allowing the District to better compete for patients who have a choice when it comes to selecting their health care services.

2. Sponsorship requests must be submitted online utilizing the TFHD Sponsorship Request Form, which must be filled out in accordance with instructions provided, and go through the District's formal application process.
  - a. The application process ensures that sponsorships meet the public purpose test and has a nexus to health care and the District's Mission and Vision.
  - b. Sponsorships requests will be reviewed by the President & CEO or his/her designee.
  - c. Sponsorship requests may be considered as part the District's formal annual budget process and may or may not be funded based on budgetary limitations.
3. Criteria for sponsorships are:
  - a. Sponsorships: \$1 - \$7,500 (maximum). For **GRANTS \$7,501 (minimum) - \$300,000 (maximum) refer to SECTION B.**
  - b. Advances the understanding of health and wellness issues locally.
  - c. Focus on youth and senior health, education, wellness, or outreach programs. Preference will be given to groups, teams, or organizations and will not be awarded to individuals.
  - d. If a sponsorship is awarded, recipient must agree to include recognition of TFHD and include its logo on marketing material in a prominent place.
  - e. Sponsorship receiving entity must serve the communities that the District serves.
  - f. Individual meetings regarding sponsorship requests between an applicant and a District Board Member, officer, or staff outside of the District's established sponsorship process is prohibited. Upon request by the applicant to the Administrative Team, technical assistance may be provided to grant applicants by the Administrative Team.
  - g. Sponsorship recipients must accept the District's standard sponsorship/ contract terms and conditions as a stipulation of any sponsorship, including monitoring or reporting as required by the Health & Safety Code 32139(c)(6).

## B. Grant Requests:

1. Requirements:
  - a. Grants: \$7,501 (minimum) - \$300,000 (maximum) are covered by this policy. **For SPONSORSHIPS up to \$7,500 (maximum) refer to SECTION A.**
  - b. All grant requests must be submitted, online, between November 1 and

February 28, utilizing the District Grant Request Form, which must be filled out in accordance with instructions provided, and go through the District's formal application process.

- i. The formal application process ensures that grants meet the public purpose test.
  - ii. The formal application process is an enumerated power of the District.
  - iii. Grant requests will be reviewed by the President & CEO and Administrative Team.
  - iv. Grant requests may be considered as part of the District's formal annual budget process and may or may not be funded based on budgetary limitations.
- c. When requesting Grant funding for health fairs, health education, and training projects, etc. requestors should provide complete information about the event/project and how it relates directly to providing health-related services to people in the District and aligns with the Mission and Vision of the District.
- d. Individual meetings regarding grant applications between a grant applicant and a District Board Member, officer, or staff outside of the District's established grant awards process is prohibited. Upon request by the applicant to the Administrative Team, technical assistance may be provided to grant applicants by the Administrative Team.

## 2. Approved Grant Requests

- a. The District shall notify the applicant of the status of the request after the Board has approved the applicable fiscal year(s) budget.
- b. All grant awards will be contained within the budget process and approved by adoption of the District annual budget by the Board of Directors.
- c. Grants shall be awarded for a period not to exceed three (3) years.
- d. Approved grants are listed on District's website in accordance with applicable California statutes.
- e. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award.

## 3. Guidelines & Accountability:

- a. All grants must align with the District Mission & Vision and Strategic Plan. The Mission & Vision is available on our website, [www.tfhd.com](http://www.tfhd.com).
  - i. The District Board may adopt a grant budget allocation each fiscal year (July – June) during the annual budget process. The budget allocation each year could be significantly different depending on the fiscal needs of the District.
  - ii. Grant applicants should not assume there exists an entitlement to funding grants or continued funding of grants, nor that similar



funding will be available in future years.

- iii. Grant recipients may be asked to make a brief 5-minute presentation to the Administrative Team, approximately one (1) year after receiving the grant award, to account for appropriate intended use of the grant.
- iv. Grant recipients shall provide the Administrative Team with a final accounting of grant awards at the end of each fiscal year.
- v. Grant recipients who do not effectively administer their grant funding as intended, may be asked to return unused grant money and may become ineligible to apply for future grants for a period of up to two (2) years.

b. Grants Eligibility / Criteria Guidelines:

- i. The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for sponsorship recipients (section A), all organizations must have current audited financial statements.
- ii. Organizations must directly serve residents of the Tahoe Forest Hospital District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.
- iii. Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's Mission, Vision and strategic plan through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:
  - i. Have proven records of success and capacity
  - ii. Have potential to impact the greatest numbers of District residents in alignment with strategic goals
  - iii. Can demonstrate the greatest potential to positively change health-related behaviors
  - iv. Are based on research and/or best practices that demonstrate effectiveness
  - v. Have data available to measure progress, outcomes and relevance
  - vi. Have strong fiscal and operational governance

- iv. The District's grants will NOT support the following:

- i. Endowment campaigns
- ii. Retirement of debt
- iii. Annual campaigns, fundraising events, or expenses related to fundraising
- iv. Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- v. Expenses related to lobbying public officials
- vi. Political campaigns or other partisan political activities
- vii. Unfunded government mandates
- viii. Replacement funds to allow funding to be shifted to other programs or budget areas
- ix. Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin
- x. Purchase or construction of real property to include but not limited to land, buildings, or appurtenant structures

- v. Only one open grant per grant recipient is allowed.
- vi. Multiyear grant funding (not to exceed three (3) years) may be considered for approval.

c. Application Process

- i. Applicants to submit Grant Application or Letter of Interest (if a preliminary review is requested by applicant prior to full submittal).
- ii. A completed application submitted between November 1 and February 28, utilizing the online District Grant Request Form, filled out in accordance with instructions provided, will be processed through the District's formal application process.
- iii. Staff will review the application and preliminary due diligence is performed on all applications.
- iv. Staff may decline incomplete application. Staff will forward complete grant application requests to be reviewed by the President & CEO and the Administrative Team.
- v. Grant request will be reviewed by the President & CEO and Administrative Team and if applicable a site visit will be conducted.
- vi. Grant requests may be declined at any stage of the application

process.

- vii. If the Grant Application is preliminarily approved, the President & CEO and Administrative Team reserve the right to consider various options for grant making during the application process that include refining the grant plans, reframing the goals of the project, and funding adjustments to the grant.
- viii. The President & CEO and Administrative Team may review preliminarily approved Grant Applications recommended in the annual budget with the Board Engagement Committee during May or June.
- ix. On approval of the Annual Budget, preliminarily approved Grant Applicants that were included in the Annual Budget will move forward to grant approval.
- x. If approved, the applicant will be notified and a grant agreement will be executed between the District and the applicant.
- xi. If declined the applicant will be notified in writing.

**Special Instructions / Definitions:**

Administrative Team: The District grant program staff responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

District: The Tahoe Forest Hospital District (TFHD)

**RELATED FORMS:**

Forms will be built into TFHD.com website, Examples are attached:

TFHD Sponsorship Request Form

TFHD Grant Request Form

Grant Agreement Template Example

**References:**

Health and Safety Code, sections 32126.5 & 32139(c).

TFHD Mission Statement

TFHD Strategic Plan

**All Revision Dates**

01/2024

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## Attachments

[AGOV-2401 Grant Agreement Template-EXAMPLE.pdf](#)

[AGOV-2401 Grant Form-EXAMPLE.pdf](#)

[AGOV-2401 Process flow chart](#)

[AGOV-2401 Sponsorship Form-EXAMPLE.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Harry Weis: CEO	01/2024
	Sarah Jackson: Executive Assistant	01/2024

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