



**BOARD OF DIRECTORS REGULAR MEETING  
BEACH CITIES HEALTH DISTRICT**

**February 27, 2019  
6:30 PM**

**Beach Cities Health District  
Beach Cities Room - Lower Level  
514 N. Prospect Ave. Redondo Beach, CA 90277**

I. CALL TO ORDER - SALUTE TO THE FLAG

II. PUBLIC DISCUSSION

During the "Public Discussion," any member of the public may address the Board for up to three minutes on any item within the jurisdiction of the District that is not on the agenda.

Members of the public may also address the Board for up to three minutes on any agenda item at the time such items are considered by the Board, provided a maximum of fifteen minutes per meeting will be allowed for each member of the public.

III. APPOINTMENT OF BOARD MEMBERS TO BCHD COMMITTEES

VANESSA POSTER

III.A. COMMUNITY HEALTH COMMITTEE

III.B. FINANCE COMMITTEE

III.C. POLICY COMMITTEE

III.D. PROPERTIES COMMITTEE

III.E. STRATEGIC PLANNING COMMITTEE

III.F. AD-HOC MIND HEALTH COMMITTEE

IV. BEACH CITIES HEALTH DISTRICT STAFF RECOGNITION

IV.A. TESSA GARNER, LIFESPAN SERVICES

KERIANNE LAWSON

V. CEO REPORT:

V.A. CHIEF EXECUTIVE OFFICER

TOM BAKALY

VI. PROGRAM AND STAFF REPORTS:

VI.A. BCHD MID YEAR FINANCE REVIEW

MONICA SUUA

VI.B. LEGAL COUNSEL

BOB LUNDY

VII. ACTIVITY BREAK/MINDFULNESS

ALI STEWARD

VIII. COMMITTEE REPORTS

VIII.A COMMUNITY HEALTH COMMITTEE

VISH CHATTERJI

VIII.A.1 APPROVE AND ADOPT THE 2019-2020 HEALTH PRIORITIES  
[VIIIa. Health Priorities.docx](#)

VIII.B FINANCE COMMITTEE/TREASURER'S REPORT

DR. NOEL CHUN

VIII.C POLICY COMMITTEE

VISH CHATTERJI

VIII.C.1 DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVAL OF REVISED POLICY NUMBER 2220 FOR: APPOINTMENT OF HIGH  
SCHOOL STUDENTS AS COMMITTEE MEMBERS  
[Board Policy Memo--HS Students.docx](#)  
[2220. Appointment of High School Students as Committee Members.docx](#)

VIII.C.2 DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVAL OF REVISED POLICY NUMBER 4170 FOR: SERVICE ANIMALS AND  
APPROVED PETS  
[2. Board policy Memo Pet Policy.docx](#)  
[2.1 4170. Service Animals and Approved Pets - FINAL.docx](#)

VIII.C.3 DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVAL OF REVISED POLICY 6160 FOR: PURCHASING  
[3. Board Purchasing Policy Memo.docx](#)  
[3.1 BCHD Policy 6160 Purchasing - final with edits.docx](#)  
[3.2 6160. Purchasing revised showing edits.docx](#)  
[3.3 6160. Purchasing original.docx](#)

VIII.D PROPERTIES COMMITTEE

DR. NOEL CHUN

- VIII.E AD-HOC MIND HEALTH COMMITTEE DR. NOEL CHUN
- VIII.F STRATEGIC PLANNING COMMITTEE JANE DIEHL
- IX. CONSENT ITEMS: VANESSA POSTER
  - IX.A. DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVAL OF MINUTES OF THE JANUARY 23RD, 2019 REGULAR MEETING  
[BOD Minutes - January 23rd, 2019.docx](#)
  - IX.B. DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVE CHECKS NO. 72221 THROUGH 72435 TOTALING \$792,365.17 FOR  
ACCOUNTS PAYABLE FOR THE MONTH OF JANUARY 2019  
[January 2019 - Treasurer Report.pdf](#)
  - IX.C. DISCUSSION AND POTENTIAL ACTION ITEM:  
RECEIVE AND FILE: MINUTES OF THE NOVEMBER 13TH, 2018 POLICY COMMITTEE  
MEETING  
[Policy Committee Minutes 11-13-2018 Approved.docx](#)
  - IX.D. DISCUSSION AND POTENTIAL ACTION ITEM:  
APPROVAL OF THE MINUTES OF THE JANUARY 23RD, 2019 SPECIAL BOARD  
MEETING - STUDY SESSION  
[BOD Minutes Study Session- January 24th, 2018 \(Board Approved\).docx](#)
- X. OLD BUSINESS
- XI. NEW BUSINESS
  - XI.A. COMMUNITY COMMITTEE APPOINTMENTS PROCESS MARILYN RAFKIN  
[Community Committee Appointments Process - Board memo 02-2019.docx](#)
- XII. BOARD MEMBER REPORTS
- XIII. ANNOUNCEMENTS/QUESTIONS AND REFERRALS TO STAFF
- XIV. ADJOURNMENT
  - XIV.A. ADJOURNMENT IN MEMORY OF RICK RASNICK  
[Rick Rasnick Memorial.docx](#)

For information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation to participate in the public meeting, please contact Charlie Velasquez at (310) 374-3426 ext 213.

Any materials required by law to be made available to the public prior to a meeting of the Board of Directors can be inspected at the following address during normal business hours: 1200 Del Amo Street, Redondo Beach, California 90277.

**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS REGULAR MEETING IS SCHEDULED FOR MARCH 27TH, 2019 IN THE BEACH CITIES ROOM AT THE BEACH CITIES HEALTH DISTRICT.**



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## Memorandum

**To:** Board of Directors

**From:** Kerianne Lawson, Chief Programs Officer

**Date:** February 21, 2019

**Subject:** VIIIa: Community Health Committee recommended Health Priorities for 2019-2021

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### **Background:**

In Beach Cities Health District's three-year strategic planning process, the beginning of a new three-year period is marked by the completion of the community health report and the adoption of the health priorities. The current three year planning period expires June 30, 2019.

Staff began compiling data for the community health report in January 2018. Data sources included the 2017 Well-being Index, the California Healthy Kids Survey, Los Angeles County health indicators and community health reports, the Southern California Association of Governments community reports, and the Community Health Survey distributed by BCHD to community residents. The data was compiled by an internal staff team and presented at the Strategic Planning Half-Day Retreat in December of 2018. New health priorities were recommended at that time. Staff drafted a Community Health Report which was reviewed by the Community Health Committee in February. The Community Health Committee also reviewed the priorities and recommend them for Board of Director approval.

### **New Health Priorities:**

The 2019-2021 recommended health priorities are:

- Nutrition and Exercise
- Social Emotional Health
- Substance Use
- Cognitive Health

### **Committee Feedback:**

Participants in the strategic planning half day retreat had the opportunity to vote on the proposed health priorities. Participants were asked to agree or disagree that the health priority was justified. 95% agreed with Nutrition and Exercise, 99% agreed with Social Emotional Health, 96% agreed with Substance Use, and 91% agreed with Cognitive Health. When asked to rank the priorities in order of importance the results were Social Emotional Health (27%), Substance Use (25%), Nutrition and Exercise (24%) and Cognitive Health (23%).

The Community Health Committee had a robust discussion about the health priorities and the Community Health Report. The committee discussed the wording of the Substance Use priority at length, ultimately recommending that the term “prevention” be omitted in favor of the more inclusive “Substance Use”.

The committee provided significant feedback to staff on the draft of the Community Health Report. The committee approved of the use of graphics and visuals instead of long data tables. The committee approved of the inclusion of objectives for each priority and recommended that objectives be inclusive of all lifespan areas. The committee recommended that the report include more comparison points to state and national numbers and that these comparisons be color coded. Additionally, the committee asked for the inclusion of prior goals and achievements. The committee highlighted the need for more explanation in some areas and encouraged the separation of positive trends from negative trends. The committee also recommended that staff look for any available cost data regarding the impact of these health concerns. Staff will complete the Community Health Report incorporating these revisions for release in March 2019.

The Community Health Committee recommended the Health Priorities to the Board of Directors for approval and adoption.

**ACTION ITEM:** Approve the 2019-2021 Health Priorities of Nutrition and Exercise, Social Emotional Health, Substance Use, and Cognitive Health.



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## Memorandum

**To:** Board of Directors

**From:** Ali Steward, Director of Youth Services

**Date:** February 20, 2019

**Subject:** Revised Policy 2220: Appointment of High School Students as Committee Members

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### **Background:**

Following the appointment of high school students to Committees, Beach Cities Health District (BCHD) established a Youth Advisory Council to address the health priorities of substance use prevention, social-emotional health and bullying. The application process requires that students collect signatures from three references on their applications and gives BCHD staff the opportunity to request verbal and written recommendations, if needed. By modifying Policy 2220, the requirement for references would match for the Youth Advisory Council and allow the Committee chair to determine if additional references are necessary.

In addition, the revisions remove the requirement that a student attend high school in Hermosa Beach, Manhattan Beach or Redondo Beach. This opens the application process to those attending private schools that are physically located outside the District. Students still must be residents of the Beach Cities.

### **Action Item:**

The Policy Committee Recommends Approval to the Board of Directors of Revised Policy Number 2220 for: Appointment of High School Students as Committee Members.



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**POLICY TITLE:** APPOINTMENT OF HIGH SCHOOL STUDENTS AS COMMUNITY COMMITTEE MEMBERS  
**POLICY NUMBER:** 2220  
**COMMITTEE APPROVAL DATE:** 02/12/2019  
**BOARD APPROVAL DATE:** 02/28/2018  
**WRITTEN/REVISED BY:** K. LAWSON  
**SUPERSEDES:** 03/23/2016

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**POLICY:**

**2220** It is the policy of the Board of Directors of the Beach Cities Health District (“District”) to encourage community participation in District activities for high school students through opportunities to serve as community members on certain standing committees of the Board.

**GUIDELINES:**

**2220.1** High school students will be provided the opportunity to serve on the Finance Committee, the Community Health Committee and the Strategic Planning Committee.

**2220.2** Two high school students may be appointed to each committee. Students will have voting privileges but will not be part of meeting a quorum.

**2220.3** The student members must meet the following requirements:

**2220.3.1** Must be a senior or junior in high school during their term of service.

**2220.3.2** Must be a resident of the beach cities and complete an application.

**2220.3.3** Must list three verified references that may include, but are not limited to one school administrator, one teacher, and one friend. Written or verbal references may be requested by the Committee chair.

**2220.4** All student members of committees shall be recommended by the committee Chair and approved by the Board of Directors for a one-year term in June or July of each year. The term will begin on July 1 or the date of the Board meeting when the committee member is approved and end on June 30. Students shall be eligible for one reappointment of one year at the discretion of the committee chair and staff.

**2220.5** The Chair of each committee shall present the nominees to the Board for approval either at the Regular Meeting of the Board of Directors each June or as a vacancy occurs on a committee. In the case of a vacancy of a student member on a committee, the newly appointed student member will serve the unexpired term of the member being replaced.

**2220.6** At the Chair’s discretion, candidates may be interviewed or screened prior to selection.

**2220.7** Students must agree to attend District orientation.

**2220.8** The Chief Executive Officer is the only person authorized to make exceptions to this policy.





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## Memorandum

**To:** Board of Directors

**From:** Megan Vixie, Director of Human Resources  
Simrit Dugal, Human Resources Manager

**Date:** February 20, 2019

**Subject:** Revised Policy Number 4170 for: Service Animals and Approved Pets  
(AGENDA ITEM: ??.)

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### **Background:**

#### **Revised Policy Number 4170: Service Animals and Approved Pets**

This policy was last reviewed and approved by the Board in 2017. Scope and Responsibility sections were added. The following was added: Definition of a service animal as per current ADA guidelines; separate guidelines for service animals and approved pets; Property Management was replaced by Administrative Services.

The Policy Committee reviewed the revisions at its February 12, 2019 meeting and is recommending it to the Board for approval.

### **Action Item:**

The Policy Committee Recommends Approval to the Board of Directors of revised Policy Number 4170 for: Service Animals and Approved Pets.

**POLICY TITLE:** SERVICE ANIMALS AND APPROVED PETS

**POLICY NUMBER:** 4170

**COMMITTEE APPROVAL DATE:** 02/12/2019      **WRITTEN/REVISED BY:** Admin.  
Services/Human Resources

**BOARD APPROVAL DATE:** 03/22/2017      **SUPERSEDES:** 06/24/2009

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**POLICY:**

**4170** It is the policy of the Beach Cities Health District (“District”) to support the presence of service animals and approved pets in the public areas of the Beach Cities Health District campus and District administrative offices per applicable state and federal laws. It is the intent of this policy to ensure the safety of both people and animals.

**SCOPE:**

**4170.1** This policy applies to all District employees, interns, volunteers, contractors and members of the public.

**RESPONSIBILITY:**

**4170.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees, interns, volunteers, contractors and members of the public to understand the policy, guidelines, and procedures, and to follow them accordingly.

**GUIDELINES:**

**4170.3** Pets that have been pre-approved and registered with the District are allowed in the public areas on the BCHD campus or in District administrative offices. Service animals are allowed as permitted by law.

**4170.4** As per the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals. If this description were to change, the District will comply with the most current definition as defined by the ADA or applicable state and/or federal law.

## **SERVICE ANIMALS**

**4170.5** Service animals are exempt from pre-approval for their presence on campus or in District administrative offices.

**4170.6** Service animals must be harnessed, leashed, or tethered, at all times when present on District property. In the event that these devices interfere with the service animal's work or the individual's disability prevents using these devices, the individual must maintain control of the animal through voice, signal, or other effective controls.

**4170.7** The service animal's handler is the only person responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming and veterinary care. The service animal's handler is also liable for any damage done by the service animal while on District premises. The service animal's handler is required to remove and dispose of animal waste as per all local laws, ordinance and municipal codes.

**4170.8** A service animal will be asked to be removed from District premises if:  
**4170.8.1** the service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the handler and the handler does not take effective action to control it,  
or  
**4170.8.2** is not housebroken.

## **APPROVED PETS**

**4170.9** It is the obligation of each pet's owner to complete and submit the BCHD Pet Registration form for prior approval. Valid pet registration must adhere to all local laws, ordinances and municipal codes. BCHD Administrative Services has the sole discretion to approve or deny registration of pets.

**4170.10** The Owner must provide proof of current vaccinations and medical history as part of the registration process. All animals must be in good health.

**4170.11** All animals must be secured by a leash or in a closed carrier and accompanied by the owner at all times while in public areas.

**4170.12** Any animal that has been cited as a nuisance per local laws, ordinances or municipal codes or has a history of aggressive behavior will not be permitted on the premises and will not be approved and registered by the District.

**4170.13** The owner is the only person responsible for caring for and supervising the animal, which includes toileting, feeding, grooming and veterinary care. The owner is also liable for any damage done by the approved pet while on District premises. Owners

are required to remove and dispose of animal waste as per all local laws, ordinance and municipal codes.

**4170.14** The District is not liable against any losses, lawsuits or expenses for the liability or potential liability of pet owner's animal arising out of any claims for damages.

**4170.15** No animals except for service animals are permitted in the program areas of the Center for Health and Fitness and AdventurePlex or in food service areas (e.g., kitchen).

**EXCEPTIONS:**

**4170.16** The Chief Executive Officer is the only person authorized to make exceptions to this policy.



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## Memorandum

**To:** Board of Directors  
**From:** Monica Suua, CFO  
**Date:** February 20, 2019  
**Subject:** Revised Policy 6160: Purchasing, with Appendices

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### **Background:**

The Policy Committee considered revisions to Policy 6160: Purchasing at its November 18, 2018 meeting and requested legal review. At its February 12, 2019, after legal review and recommendations, the Committee approved the revisions to the policy and the appendices and is recommending it to the Board for approval.

Upon legal review, staff incorporated revisions mainly to the formal bidding limits originally suggested to comply by the limits allowed by CA Health & Safety Code section 3212(a). Moreover, two appendices recommended by legal counsel were added.

The updated revisions to the Purchasing Policy recommended are in substance as follows:

- 1) Separate and distinguish in the policy between purchasing of services and goods
- 2) Provide clarity to requirements for negotiations, quotes, proposals, agreements, contracts, Request for Qualifications (RFQ) and Request for Proposals (RFP) by purchasing limits,
- 3) Explicitly provide Health & Safety code references to when purchases over \$25,000 are exempt from the legal formal bidding process, an RFQ or RFP, requirements.
- 4) Provide further direction to staff for the purchases exempt from formal bidding requirements by adding two appendices with procedures required and approved by Chief Executive Officer and Board of Directors.
- 5) Align the purchasing requirements for the District to follow the California Uniform Public Construction Cost Accounting (CUPCCA) policy as adopted by recent board resolution #539.

- 6) Require staff obtain Board approval for purchases greater than \$50,000.

The above edits will provide staff with more clarity and guidance to manage the District's purchases to increase value and maximize efficiencies while maintaining strong internal controls.

Due to the extent of the revisions and for ease of reviewing the edits recommended, please see attached:

- 1) Current Purchasing Policy,
- 2) Policy with visible edits
- 3) Revised Purchasing Policy.

**Action Item:**

The Policy Committee recommends Approval to the Board of Directors of Revised Policy Number 6160 for: Purchasing



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**POLICY TITLE:** PURCHASING  
**POLICY NUMBER:** 6160

**COMMITTEE APPROVAL DATE:** 02/12/2019      **WRITTEN/REVISED BY:** M. SUUA  
**BOARD APPROVAL DATE:** 03/22/2017      **SUPERSEDES:** 11/17/2010

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**POLICY:**

**6160** It is the policy of the Beach Cities Health District’s Board of Directors (“Board”) to provide guidelines for purchasing of services and goods for the Beach Cities Health District (“District”) in order to maintain Board-level oversight. It is intended that this policy cover all purchasing activities of the District, except for those covered under the California Uniform Public Construction Cost Accounting Act (CUPCCA) as adopted by Board resolution #539 subject to California Public Contract Code sections 22000 *et seq.* This policy calls for acceptance of the best services and goods based on prices and other factors pertinent to the specific purchase. Dollar threshold levels have been established to promote competitive bidding and increase the efficiency of the procurement process.

**Guidelines:**

**6160.1** All costs for purchases of services obtained must be covered within the District’s budget as adopted annually by Board resolution.

**6160.1.1** Services obtained totaling \$10,000 or less annually for one-time or sporadic use will follow the District’s purchasing procedures.

**6160.1.2** Services obtained totaling between \$10,001 and \$25,000 will need to be negotiated and documented in a quote, proposal or District or vendor agreement or contract approved by the Chief Executive Officer or designee and submitted to the Finance Department. To ensure the best services at the best price, Department will solicit quotes when possible for the procurement of the services. Departments may sole-source from trusted, reputable and reasonably priced vendors if the department can demonstrate that there are limited sources of supply.

**6160.1.3** Services obtained totaling more than \$25,000 are subject to bidding requirements pursuant to California Health & Safety Code section 32132(a) and will need to be negotiated and documented in a District or vendor contract approved by the Chief Executive Officer or designee.

**6160.1.4** Subsequent to the staff preferred vendor selection for purchases greater than \$50,000 but before awarding a contract, staff will obtain Board approval.

**6160.2** All costs for purchases of goods whether operating expenditures or capital assets and improvements must be covered within the District's budget as adopted annually by Board resolution.

**6160.2.1** Purchases of goods whether by item or group totaling below \$5,000 will follow the District's purchasing procedures.

**6160.2.2** Purchases of goods between \$5,001 and \$25,000 will need to be negotiated and documented in a quote, proposal or a District or vendor contract approved by the Chief Executive Officer or designee and submitted to the Finance Department. To ensure the best goods at the best price, Departments will solicit quotes when possible for the procurement of the goods. Department may sole-source from trusted, reputable and reasonably priced vendors if the department can demonstrate that there are limited sources of supply.

**6160.2.3** Goods, fixtures, equipment, etc. obtained totaling more than \$25,000 are subject to bidding requirements pursuant to California Health & Safety Code section 32132(a) and will need to be negotiated and documented in a District or vendor contract approved by the Chief Executive Officer or designee.

**6160.2.4** Subsequent to the staff preferred vendor selection for services greater than \$50,000 but before awarding a contract, staff will obtain Board approval.

**6160.3** Where formal bidding is required, the District shall follow the procedures described herein:

**6160.3.1** An invitation to bid shall be submitted to a local newspaper and/or its website.

**6160.3.2** A Public Notice shall be posted for two consecutive weeks in a local newspaper.

**6160.3.3** Notification of the deadline for submission of the proposal shall be included in a formal Request for Qualifications ("RFQ") or Request for Proposal ("RFP"). Time should be allowed for responding to vendors, to meet with staff, prepare assessment reports, etc. before closing the process if necessary.

**6160.3.4** Staff will review all submitted, complete bids and prepare a recommendation for selection.

**6160.3.5** A legal and business review of all the submitted bids will be completed as applicable upon determination of the Chief Finance Officer or Chief Executive Officer.



**6160.3.6** Contract will be awarded to the lowest responsible bidder who can provide the security required under the RFQ/RFP and all prospective vendors that are not selected will be notified pursuant to H&S Code Section 32132(a).

**6160.3.7** The Board shall not be required to secure bids for change orders that do not materially change the scope of the work as set forth in a contract previously made by the District if the contract was made after compliance with bidding requirements set forth above, and if each individual change order does not total more than 5% of the contract.

**6160.4** The bidding requirements prescribed in the foregoing section shall not apply to contracts in excess of \$25,000 in the following situations pursuant to H&S Code section 32132, Government Code section 4526:

**6160.4.1** With respect to the purchase of medical or surgical equipment or supplies.

**6160.4.2** With respect to contracts with any person(s) to furnish to the District services and advice in matters including, but not limited to, financial, economic, accounting, engineering, legal, architectural, administrative, or construction management ("Professional Services"), the District shall follow the procedures described in Appendix A.

**6160.4.3** With respect to the purchase of electronic data processing and telecommunications goods and services, the District shall follow the procedures described in Appendix B.

**6160.4.4** With respect to contracts for work to be done or for materials and supplies to be furnished, sold or leased to the District if it first determines that (i) an emergency exists that warrants such expenditure due to disaster, and (ii) it is necessary to protect public health, safety, welfare or property. In the event that the emergency requires immediate action, the Chief Executive Officer may make the determination that an emergency condition exists and award a contract without first receiving Board approval. The Chief Executive Officer shall inform the Board of the emergency and the contract within 24 hours.

**6160.5** The Chief Executive Officer or designee will approve all contracts.

**6160.6** The Chief Executive Officer must review and approve exceptions to this policy.

## **Appendix A to Section 6160.4.2**

California Government Code section 4525 et seq. requires the District to select providers of certain professional services, including architectural, landscape architectural, engineering, environmental, land surveying or construction project management services, on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For contracts for professional services (as specifically defined under Gov. Code § 4525 et seq.), the Board of Directors directs District staff to implement the following procedures:

- Qualifications, experience and proposed approach to the scope of work of the professional services provider are to be evaluated and ranked in order to identify the individual or firm deemed to be most highly qualified to perform the services.
- Negotiations shall be conducted with the professional services provider deemed most qualified to establish the basis for a contract at a fair and reasonable price, and if agreement cannot be reached, negotiations will commence with the next most qualified individual or firm.

The Chief Executive Officer must review and approve any exceptions to this policy.

Practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration or conflicts of interest under California Government Code section 4526 are strictly prohibited.

### **Appendix B to Section 6160.4.3**

For electronic data processing and telecommunications goods and services purchases in excess of \$25,000, the Board of Directors directs District staff to implement the following procedures:

A. Employ Competitive Means:

- Obtain competitive pricing by soliciting, at a minimum, two RFQ/RFP from trusted and reputable vendors to permit reasonable competition consistent with the nature and requirements of the proposed acquisition.

B. Award a Contract based on Cost-Effectiveness:

- Staff is directed to evaluate the following criteria based on the needs of the District to ensure the proposal selected is the most cost-effective solution to the District's requirements:
  - Price;
  - Quality;
  - Service;
  - Warranty;
  - Reputation of Vendor;
  - Prior experience with Vendor; and
  - Any other criteria deemed important as determined by staff.

Departments can sole-source from trusted, reputable and reasonably priced vendors if the Board determines that the vendor provides the only source of electronic data processing and telecommunications goods and services which can meet the District's need.



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**POLICY TITLE:** PURCHASING  
**POLICY NUMBER:** 6160

**COMMITTEE APPROVAL DATE:** 02/12/2018    **WRITTEN/REVISED BY:** M. SUUA  
**BOARD APPROVAL DATE:** 03/22/2017    **SUPERSEDES:** 11/17/2010

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**POLICY:**

**6160** It is the policy of the Beach Cities Health District’s Board of Directors (“Board”) to provide guidelines for purchasing for the Beach Cities Health District ( “District”) in order to maintain Board-level oversight. It is intended that this policy cover all purchasing activities of the District, except for those covered under the California Uniform Public Construction Cost Accounting Act (CUPCCA) as adopted by Board resolution #539 subject to California Public Contract Code sections 22000 et seq. This policy calls for acceptance of the best services and goods based on prices and other factors pertinent to the specific purchase. Dollar threshold levels have been established to promote competitive bidding and increase the efficiency of the procurement process

**GUIDELINES:**

**6160.1**

All costs for purchases of services obtained must be covered within the District’s budget as adopted annually by Board resolution.

**6160.1.1** Services obtained totaling \$10,000 or less annually for one-time or sporadic use will follow the District’s purchasing procedures.

**6160.1.2** Services obtained totaling between \$10,001 and \$25,000 will need to be negotiated and documented in a quote, proposal or District or vendor agreement or contract approved by the Chief Executive Officer or designee and submitted to the Finance Department. To ensure the best services at the best price, Department will solicit quotes when possible for the procurement of the services. Departments may sole-source from trusted, reputable and reasonably priced vendors if the department can demonstrate that there are limited sources of supply.

**6160.1.3** Services obtained totaling more than \$25,000 are subject to bidding requirements pursuant to California Health & Safety Code section 32132(a) and will need to be negotiated and documented in a District or vendor contract approved by the Chief Executive Officer or designee.



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**6160.1.4** Subsequent to the staff preferred vendor selection for purchases greater than \$50,000 but before awarding a contract, staff will obtain Board approval.

**6160.2** All costs for purchases of goods whether operating expenditures or capital assets and improvements must be covered within the District's budget as adopted annually by Board resolution.

**6160.2.1** Purchases of goods whether by item or group totaling below \$5,000 will follow the District's purchasing procedures.

**6160.2.2** Purchases of goods between \$5,001 and \$25,000 will need to be negotiated and documented in a quote, proposal or a District or vendor contract approved by the Chief Executive Officer or designee and submitted to the Finance Department. To ensure the best goods at the best price, Departments will solicit quotes when possible for the procurement of the goods. Department may sole-source from trusted, reputable and reasonably priced vendors if the department can demonstrate that there are limited sources of supply.

**6160.2.3** Goods, fixtures, equipment, etc. obtained totaling more than \$25,000 are subject to bidding requirements pursuant to California Health & Safety Code section 32132(a) and will need to be negotiated and documented in a District or vendor contract approved by the Chief Executive Officer or designee.

**6160.2.4** Subsequent to the staff preferred vendor selection for services greater than \$50,000 but before awarding a contract, staff will obtain Board approval.

**6160.3** Where formal bidding is required, the District shall follow the procedures described herein:

**6160.3.1** Invitation to bid shall be submitted to a local newspaper and/or its website.

**6160.3.2** A Public Notice shall be posted for two consecutive weeks in local newspaper.

**6160.3.3** Notification of the deadline for submission of the proposal shall be included in a formal Request for Qualifications ("RFQ") or Request for Proposal ("RFP"). Time should be allowed for responding to vendors, to meet with staff, prepare assessment reports, etc. before closing the process if necessary.



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**6160.3.4** Staff will review all submitted, complete bids and prepare a recommendation .

**6160.3.5** A legal and business review of all the submitted bids will be completed as applicable upon determination of the Chief Finance Officer or the Chief Executive Officer.

**6160.3.6** Contract will be awarded to the lowest responsible bidder who can provide the security required under the RFQ/RFP and all prospective vendors that are not selected will be notified pursuant to H&S Code Section 32132(a).

**6160.3.7** The Board shall not be required to secure bids for change orders that do not materially change the scope of the work as set forth in a contract previously made by the District if the contract was made after compliance with bidding requirements set forth above, and if each individual change order does not total more than 5% of the contract.

**6160.4** The bidding requirements prescribed in the foregoing section shall not apply to contracts in excess of \$25,000 in the following situations pursuant to H&S Code section 32132, Government Code section 4526:

**6160.4.1** With respect to the purchase of medical or surgical equipment or supplies.

**6160.4.2** With respect to contracts with any person(s) to furnish to the District services and advice in matters including, but not limited to, financial, economic, accounting, engineering, legal, architectural, administrative, or construction management ("Professional Services"), the District shall follow the procedures described in Appendix A.

**6160.4.3** With respect to the purchase of electronic data processing and telecommunications goods and services, the District shall follow the procedures described in Appendix B.

**6160.4.4** With respect to contracts for work to be done or for materials and supplies to be furnished, sold or leased to the District if it first determines that (i) an emergency exists that warrants such expenditure due to disaster, and (ii) it is necessary to protect public health, safety, welfare or property. In the event that the emergency requires immediate action, the Chief Executive Officer may make the determination that an emergency condition exists and award a contract without first receiving Board approval. The Chief Executive Officer shall inform the Board of the emergency and the contract within 24 hours.

**6160.5** The Chief Executive Officer or designee will approve all contracts.



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**6160.6** The Chief Executive Officer must review and approve exceptions to this policy.

## **Appendix A to Section 6160.4.2**

California Government Code section 4525 et seq. requires the District to select providers of certain professional services, including architectural, landscape architectural, engineering, environmental, land surveying or construction project management services, on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For contracts for professional services (as specifically defined under Gov. Code § 4525 et seq.), the Board of Directors directs District staff to implement the following procedures:

- Qualifications, experience and proposed approach to the scope of work of the professional services provider are to be evaluated and ranked in order to identify the individual or firm deemed to be most highly qualified to perform the services.
- Negotiations shall be conducted with the professional services provider deemed most qualified to establish the basis for a contract at a fair and reasonable price, and if agreement cannot be reached, negotiations will commence with the next most qualified individual or firm.

The Chief Executive Officer must review and approve any exceptions to this policy.

Practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration or conflicts of interest under California Government Code section 4526 are strictly prohibited.



### **Appendix B to Section 6160.4.3**

For electronic data processing and telecommunications goods and services purchases in excess of \$25,000, the Board of Directors directs District staff to implement the following procedures:

A. Employ Competitive Means:

- Obtain competitive pricing by soliciting, at a minimum, two RFQ/RFP from trusted and reputable vendors to permit reasonable competition consistent with the nature and requirements of the proposed acquisition.

B. Award a Contract based on Cost-Effectiveness:

- Staff is directed to evaluate the following criteria based on the needs of the District to ensure the proposal selected is the most cost-effective solution to the District's requirements:
  - Price;
  - Quality;
  - Service;
  - Warranty;
  - Reputation of Vendor;
  - Prior experience with Vendor; and
  - Any other criteria deemed important as determined by staff.

Departments can sole-source from trusted, reputable and reasonably priced vendors if the Board determines that the vendor provides the only source of electronic data processing and telecommunications goods and services which can meet the District's need.



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**POLICY TITLE:** PURCHASING  
**POLICY NUMBER:** 6160

**COMMITTEE APPROVAL DATE:** 03/06/2017    **WRITTEN/REVISED BY:** M. SUUA  
**BOARD APPROVAL DATE:** 03/22/2017    **SUPERSEDES:** 11/17/2010

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**POLICY:**

**6160** It is the policy of the Beach Cities Health District’s Board of Directors to provide guidelines for purchasing for the Beach Cities Health District ( “District”) in order to maintain Board-level oversight. It is intended that this policy cover all purchasing activities of the District. This policy calls for acceptance of the best bids based on prices and other factors pertinent to the specific purchase. Dollar threshold levels have been established to promote competitive bidding and increase the efficiency of the procurement process

**GUIDELINES:**

**6160.1** All capital improvements, as well as services \$5,000 and over, should have a contract.

**6160.1.1** Major repairs or large jobs, including new or replacement equipment, including any type of warranty, an item that impacts or could impact the operations of the facility’s main utility systems (electric, gas, water, sprinkler, elevator), a proposal and a contract package are required for submission to the Finance department.

**6160.1.2** Emergency service or repairs are exempt from this requirement.

**6160.2** Three written quotations must be obtained for purchases or repairs between \$5,000 and \$24,999.

**6160.2.1** Departments shall solicit bids for review and evaluation. A legal and business review of all the submitted bids will be completed as applicable upon determination of Director of Finance or Chief Executive Officer.

Or

**6160.2.2** Departments shall obtain three written bids and select a Vendor for the procurement of goods or services. Departments may sole-source if there are limited sources of supply. If using a sole-source vendor, departments are to provide sufficient justification for the determination.



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**6160.3** Purchases \$25,000 and over require a formal Request for Bid (RFB) or Request for Proposal (RFP).

**6160.3.1** Invitation to bid shall be submitted to local newspaper.

**6160.3.2** A Public Notice shall be posted for two consecutive weeks in local newspaper.

**6160.3.3** Notification of the deadline for submission of the proposal shall be included in the RFP. Time should be allowed for responding vendors to meet with staff, prepare assessment reports, etc. before closing the process.

**6160.3.4** Staff will review all submitted, complete bids and prepare a scorecard and recommendation report.

**6160.3.5** Chief Executive Officer will approve all contracts over \$25,000.

**6160.3.6** Contract will be awarded and all prospective vendors that are not selected will be notified.

**REGULAR MEETING  
BOARD OF DIRECTORS  
BEACH CITIES HEALTH DISTRICT  
January 23<sup>rd</sup>, 2019**

A Regular Meeting of the Board of Directors of the Beach Cities Health District was called to order in the Beach Cities Room of the Beach Cities Health Center at 6:43 p.m.

Members Present: Jane Diehl  
Vanessa Poster  
Dr. Michelle Bholat  
Dr. Noel Chun  
Vish Chatterji

Members Not Present:

Legal Counsel Present: Robert Lundy, Hooper, Lundy & Bookman  
Staff Present: Tom Bakaly, CEO

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<b>I. Call to Order-Salute to the Flag</b>	Dr. Chun opened the meeting and asked Mr. Chatterji to lead the flag salute.	
<b>II. Public Discussion</b>	<p>Dr. Chun asked if any member of the public would like to address the Board on any issue not on the agenda.</p> <p>Mr. David Poster stated that concerned about possible disaster like an Earthquake or refinery accident. TRAA is trying to support South Bay Air Quality Board which is proposing new rules about acid as opposed to sulfuric acid as used by other refineries. They have a method by diluting it and it didn't work. It is still not safe. In the process of collecting petition signatures which is only way to present to their board. We need to have the district to have a disaster plan emphasizing the high risks which complicates things if an earthquake were to occur.</p>	
<b>III. Swearing in of the Board Members</b> <ol style="list-style-type: none"> <li>1. Michelle Bholat, M.D.</li> <li>2. Noel Chun, M.D.</li> <li>3. Vish Chatterji</li> </ol>	<p>Ms. Poster went up to the podium to administer the Oath of Office to the members of the Board of Directors.</p> <p>Ms. Poster administered the Oath of Office to Dr. Michelle Bholat, Dr. Noel Chun and Mr. Vish Chatterji who were sworn in to begin a new term of office.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p data-bbox="168 138 483 233"><b>IV. Election of Officers for the Board of Directors</b></p> <p data-bbox="168 268 306 298"><b>President</b></p> <p data-bbox="168 905 431 934"><b>President Pro-Tem</b></p> <p data-bbox="168 1507 448 1537"><b>Secretary/Treasurer</b></p>	<p data-bbox="540 268 1133 331">Dr. Chun called for nominations of Officers for the Board of Directors</p> <p data-bbox="540 369 1154 432">Dr. Chun called for nominations for the office of President 2019</p> <p data-bbox="540 470 1133 533">Ms. Diehl nominated Ms. Poster. Mr. Chatterji seconded the nomination</p> <p data-bbox="540 571 1089 634">There were no further nominations and Dr. Chun closed the nominations</p> <p data-bbox="540 672 1008 701">Ms. Poster accepted the nomination</p> <p data-bbox="540 739 1073 833">Ms. Poster was elected to the office of President for the 2019 and the gavel was turned over to him/her.</p> <p data-bbox="540 905 1143 968">Ms. Poster called for nominations for the office of President Pro-Tem for 2019.</p> <p data-bbox="540 1005 1117 1068">Mr. Chatterji nominated Dr. Bholat. Dr. Chun seconded the nomination.</p> <p data-bbox="540 1106 1097 1169">There were no further nominations and Ms. Poster closed the nominations.</p> <p data-bbox="540 1207 1000 1236">Dr. Bholat accepted the nomination</p> <p data-bbox="540 1274 1159 1337">Dr. Bholat was elected to the office of President Pro-Tem for 2019.</p> <p data-bbox="540 1507 1143 1570">Ms. Poster called for nominations for the office of Secretary/Treasurer for 2019.</p> <p data-bbox="540 1608 1122 1671">Dr. Bholat nominated Mr. Chatterji. Ms. Diehl seconded the nomination.</p> <p data-bbox="540 1709 1097 1772">There were no further nominations and Ms. Poster closed the nominations.</p> <p data-bbox="540 1810 1027 1839">Mr. Chatterji accepted the nomination</p>	<p data-bbox="1185 268 1539 567">It was <b>Moved and Seconded</b> (Diehl/Chatterji) to elect Ms. Poster to the office of President for 2019. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat and Mr. Chatterji voted yes. <b>Motion Carried</b></p> <p data-bbox="1185 940 1539 1270">It was <b>Moved and Seconded</b> (Chatterji/Chun) to elect Dr. Bholat to the office of President Pro-Tem for 2019. Mr. Chatterji, Dr. Bholat and Dr. Chun Voted Yes. Ms. Poster Voted No. Ms. Diehl abstained. <b>Motion Carried</b></p> <p data-bbox="1185 1507 1539 1837">It was <b>Moved and Seconded</b> (Bholat/Diehl) to elect Mr. Chatterji to the office of Secretary/Treasurer for 2019. Ms. Diehl, Ms. Poster, Dr. Chun, Dr. Bholat Mr. Chatterji voted yes. <b>Motion Carried</b></p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	Mr. Chatterji was elected to the office of Secretary/treasurer for 2019.	
<b>Public Comment</b>	<p>Ms. Poster Reopened Public Comment</p> <p>Ms. Rabi Gila Katz stated that Mr. David Poster brought up an important item up with safety. We need to be sure we have a community with volunteers and people who are prepared and knowledgeable and be trained well. We must be sure that everyone is safe and how to prepare and BCHD will be a perfect place to start putting in place an emergency preparedness plan.</p>	
<b>V. CEO Report</b>  <b>A. Chief Executive Officer</b>	<p>Ms. Poster Invited Mr. Tom Bakaly, Chief Executive Officer, to address the Board of Directors</p> <p>Mr. Bakaly referred the Board to the written report.</p> <p>Mr. Bakaly highlighted the following:</p> <ul style="list-style-type: none"> <li>• Youth Coalition Kickoff: On Thursday, January 10<sup>th</sup>, we had a great event in Manhattan Beach where we convened our Youth Coalition – made up of nearly 100 community stakeholders and providers. We are pleased with the momentum we are getting around youth issues.</li> <li>• Welcome partners from Sharecare that are here for some training</li> <li>• Hermosa Beach City Council adopted a Tobacco Retailers License (TRL) aimed at curbing youth access to tobacco products in the retail environment. This is a big win for our community considering the alarming rates of vaping we are observing among local youth</li> <li>• Our community Services team served more than 220 individual community members in December, including 70 care management visits and 300 volunteer visits to isolated older adults to help them remain living independently and safely in their homes</li> <li>• BCHD volunteers delivered holiday cheer to 250 beach cities seniors as part of our annual Holiday Gift Bag drive</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>VI. Program and Staff Reports</b></p> <p><b>A. Beach Cities Partnership for Youth Update</b></p>	<p>Mr. Tom Bakaly invited Ms. Kerianne Lawson, Chief Programs Officer, up to the podium.</p> <p>Ms. Lawson highlighted the following:</p> <ul style="list-style-type: none"> <li>• We convened stakeholder groups in the first ever partnership with the Youth Coalition that includes students, parents, city leadership, health providers</li> <li>• We asked people to pledge with us</li> <li>• We asked what a community action plan will look like for 2019 and our efforts will try to activate students and parents.</li> <li>• Community wide effort to decrease substance use</li> <li>• More than 50 students in the youth advisory council</li> <li>• Educated and engaged more than 5,000 parents through events included families connected speaker series.</li> <li>• Incorporated social-emotional wellness in programs and services provided at schools</li> </ul>	
<p><b>B. Legal Council</b></p>	<p>Mr. Lundy reported that there was nothing to report.</p>	
<p><b>VII. Activity Break/Mindfulness</b></p>	<p>Ms. Tiana Rideout, Community Health Coordinator, Blue Zones Project led the group in a mindfulness activity break.</p>	
<p><b>VIII. Committee Reports</b></p> <p><b>A. Community Health Committee</b></p>	<p>Mr. Chatterji reported that the Community Health Committee has not met. The next committee meeting is scheduled for Wednesday, February 6<sup>th</sup>, 2019 at 6:00pm at 1200 Del Amo.</p>	
<p><b>B. Finance Committee/ Treasurer's Report</b></p>	<p>Ms. Diehl reported that the Finance Committee has not met. The next scheduled meeting is set for Monday, February 4<sup>th</sup>, 2019 at 6:00pm at 1200 Del Amo and speaking about the financial ideas for the Healthy Living Campus</p>	
<p><b>C. Policy Committee</b></p>	<p>Mr. Chatterji reported that the Policy Committee has not met/ The next scheduled</p>	





AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><u>2. Discussion and Potential Action Item:</u> Approval to award contract to Manhattan Beach Realty Inc. for real property consulting &amp; appraisal services in the amount of \$25,000 for the Healthy Living Campus project</p>	<p>oversight consulting services on the Healthy Living Campus in the amount of \$115,000</p> <p>Mr. Dickey highlighted:</p> <ul style="list-style-type: none"> <li>• BCHD recently issued a Request for Qualifications (RFQ) for Real Property Consulting &amp; Appraisal services and received 2 responses.</li> <li>• This amount is an allowance for services that will be performed on a time spent basis using approved hourly rates and expenses. It will be billed on a time spent bases</li> </ul> <p>Dr. Bholat asked if legal counsel reviews contracts to which Mr. Dickey stated that we had a series of contracts that Mr. Lundy reviewed. We used those and they were previously reviewed for content.</p> <p>Ms. Poster recommended approval to award contract to Manhattan Beach Realty Inc. for real property consulting &amp; appraisal services in the amount of \$25,000 for the Healthy Living Campus project</p>	<p>Almanza &amp; Associates for EIR oversight consulting services on the Healthy Living Campus in the amount of \$115,000 Ms. Diehl, Ms. Poster, Dr. Chun, Mr. Chatterji and Dr. Bholat voted yes. <b>Motion Carried</b></p> <p>It was <b>Moved and Seconded</b> (Chun/Bholat) to award contract to Manhattan Beach Realty Inc. for real property consulting &amp; appraisal services in the amount of \$25,000 for the Healthy Living Campus project Ms. Diehl, Ms. Poster, Dr. Chun, Mr. Chatterji and Dr. Bholat voted yes. <b>Motion Carried</b></p>
<p><u>3. Discussion and potential action item:</u> Approval to reallocate funds within the \$500,000 of FY 2018-19 funds</p>	<p>Mr. Dickey Stated:</p> <ul style="list-style-type: none"> <li>• Currently have \$500,000 set aside</li> <li>• These funds were established to loan money to these two entities for deferred maintenance.</li> <li>• We can help tenants perform the job in their lease. We will earn interest as it's paid back.</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>budgeted for improvements at South Bay Family Healthcare Center (2114 Artesia Blvd, Redondo Beach) and Leap and Bound (601 South Pacific Coast Highway, Redondo Beach)</b></p>	<ul style="list-style-type: none"> <li>• Item tonight it to relocate funds to just the Artesia property</li> <li>• As part of this reallocation part of it will be an investment that BCHD will make and it will go to the improvement of the exterior building.</li> </ul> <p>Dr. Bholat asked who is being served and how many people are being served and what is our hours of operation to which Mr. Bakaly stated we can ask them for as a condition of this loan.</p> <p>Lundy stated the last paragraph of the memo should be added to the end of the Motion as an amendment to the original motion</p> <p>Ms. Poster recommended approval to reallocate funds within the \$500,000 of FY 2018-19 funds budgeted for improvements at South Bay Family Healthcare Center (2114 Artesia Blvd, Redondo Beach) and Leap and Bound (601 South Pacific Coast Highway, Redondo Beach) \$180,000 of the budgeted \$500,000 be allocated for exterior improvements at the Artesia building; and that the remaining \$320,000 of budgeted funds be loaned to South Bay Family Healthcare for interior improvements, with the loan to be repaid over a new lease term.</p>	<p>It was <b>Moved and Seconded</b> (Chun/Bholat) to reallocate funds within the \$500,000 of FY 2018-19 funds budgeted for improvements at South Bay Family Healthcare Center (2114 Artesia Blvd, Redondo Beach) and Leap and Bound (601 South Pacific Coast Highway, Redondo Beach). \$180,000 of the budgeted \$500,000 be allocated for exterior improvements at the Artesia building; and that the remaining \$320,000 of budgeted funds be loaned to South Bay Family Healthcare for interior improvements, with the loan to be repaid over a new lease term. Ms. Diehl, Ms. Poster, Dr. Chun, Mr. Chatterji and Dr. Bholat voted yes. <b>Motion Carried</b></p>
<p><b>E. Ad-Hoc Mind Health Committee</b></p>	<p>Dr. Chun reported that The Ad-Hoc Mind Health Committee met on Tuesday, January 15<sup>th</sup>, 2019 at 7:00am. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• The status of the Institutional Review Board application for the study protocol. Loma Linda had requested some</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>changes which we are discussing with them. Approval is pending the resolution of the changes.</p> <ul style="list-style-type: none"> <li>• The committee discussed the plans for an initial paper regarding the protocol and study design</li> <li>• Finally, the committee discussed the possibilities for translating the mind health study into community implementation.</li> </ul>	
<p><b>F. Strategic Planning Committee</b></p>	<p>Ms. Diehl reported that The Strategic Planning Committee has not met. The chairs will be polled next quarter for another meeting.</p> <p>Ms. Diehl highlighted:</p> <ul style="list-style-type: none"> <li>• The Beach Cities Health District's Strategic Planning Half-Day was held on Friday, December 7<sup>th</sup>, 2018 at the MA Center in Redondo Beach.</li> <li>• Kerianne Lawson, Chief Programs Officer, provided an overview of the District's Health Priority Snapshot. <ul style="list-style-type: none"> <li>○ The proposed new health priorities for 2019 – 2022 will be going to the Community Health Committee for review and recommendation before going to the Board of Directors for review and approval.</li> </ul> </li> <li>• Tom Bakaly, CEO, addressed the alignment of District health priorities, key focus areas and Districtwide capacity.</li> <li>• The topic of the breakout session was discussion around Beach Cities Health District as a Center of Excellence as an Organizational Standard. <ul style="list-style-type: none"> <li>○ Participants reviewed and discussed: <ul style="list-style-type: none"> <li>▪ The common elements of a Center of Excellence</li> <li>▪ Which were most important (or priorities) for BCHD</li> <li>▪ Had anything been missed in prior study groups</li> <li>▪ Additional opportunities for improvement</li> <li>▪ How they would be achieved</li> </ul> </li> </ul> </li> <li>• As part of the "Breakout Session Report Out" the Communications Department</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>unveiled a new polling technology “the clickers” that showed real-time feedback to specific questions.</p> <ul style="list-style-type: none"> <li>○ Utilizing technology to provide the group with overall feedback for where we were as an entire group following individual breakout groups was extremely beneficial.</li> <li>● The information from the half-day will be presented at the next Strategic Planning Committee meeting.</li> </ul>	
<p><b>VIII. Consent Items</b></p> <p><b>1. Discussion and potential action item: Approval of minutes of the November 28<sup>th</sup>, 2018 Regular Meeting</b></p> <p><b>2. Discussion and potential action item: Approve checks No. 71877 through 72060 totaling \$491,748.26 for accounts payable for the month of November 2018</b></p> <p><b>3. Discussion and potential action item: Approve checks No. 70061 through 72220 totaling \$420,096.15 for accounts payable for the month of December 2018</b></p>	<p>The Board reviewed the Consent items.</p> <p>Dr. Chun asked for a motion to approve the minutes of the November 28th, 2018 Regular Meeting, checks No. 71877 through 72060 totaling \$491,748.26 for accounts payable for the month of November 2018 and checks No. 70061 through 72220 totaling \$420,096.15 for accounts payable for the month of December 2018</p>	<p>It was <b>Moved and Seconded</b> (Chun/Diehl) to approve the minutes of the November 28th, 2018 Regular Meeting, checks No. 71877 through 72060 totaling \$491,748.26 for accounts payable for the month of November 2018 and checks No. 70061 through 72220 totaling \$420,096.15 for accounts payable for the month of December 2018</p> <p>Ms. Diehl, Ms. Poster, Dr. Chun, Mr. Chatterji and Dr. Bholat voted yes.</p> <p><b>Motion Carried</b></p>
<p><b>IX. Old Business</b></p>	<p>There was no old business.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p data-bbox="170 136 407 168"><b>X. New Business</b></p> <p data-bbox="170 205 509 636"><b>1. <u>Discussion and potential action item:</u> Approve Resolution number 548: Resolution of the Board of Directors of the Beach Cities Health District supporting application and agreeing to matching funds for Measure M South Bay Multi-Year Sub-Regional Programs Funds</b></p>	<p data-bbox="540 237 1133 300">Ms. Poster asked Ms. Jacqueline Sun, Senior Policy Analyst up to the podium.</p> <p data-bbox="540 338 1133 709">Ms. Sun highlighted the following</p> <ul data-bbox="589 373 1133 709" style="list-style-type: none"> <li>• Resolution to support measure M finding</li> <li>• As a public agency we are eligible to apply for funding for the bike path</li> <li>• Estimated 1.8 million dollars per board approving resolution</li> <li>• Being able to provide a matching fund for the grant funding we ably for which is about 108,000 which we have available in the HLC budget</li> </ul> <p data-bbox="540 747 1062 810">Ms. Poster stated she is excited for staff applying for these type of grants.</p> <p data-bbox="540 848 1157 1010">Mr. Chatterji asked about the length of the bike path, to which Ms. Sun stated it's the back alley way. There would be a cycle track and the funding covers an island to be placed a well to improve safety.</p> <p data-bbox="540 1050 1157 1316">Mr. Lundy stated that there be additional sentence added to the resolution. Language to be added is: WHEREAS, the bike path project will be in integral component of Beach Cities Health District's Healthy Living Campus and the wellness and prevention programs and is necessary for the maintenance of human, physical and mental health in the community</p> <p data-bbox="540 1354 1146 1549">Ms. Poster asked for any public comment, and Mr. David Poster asked was it a misapprehension when someone objected to this improvement to the bike bath to which Dr. Chun replied that they thought it was going to be a road.</p> <p data-bbox="540 1587 1149 1782">Mr. Dickey stated that the 1.8 million will include getting permits from the cities, we would pay for testing, and barricade removal and gutters and sidewalks, electric lighting that will be added. Application as written stated it's from Beryl to Diamond St.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>Ms. Sun stated that there will be continuing funding that will be available in the regional area that we can continue to be applying for.</p> <p>Ms. Poster asked for a motion to approve Resolution number 548: Resolution of the Board of Directors of the Beach Cities Health District supporting application and agreeing to matching funds for Measure M South Bay Multi-Year Sub-Regional Programs Funds with the language addition from Legal Counsel.</p>	<p>It was <b>Moved and Seconded</b> (Diehl/Bholat) to approve Resolution number 548: Resolution of the Board of Directors of the Beach Cities Health District supporting application and agreeing to matching funds for Measure M South Bay Multi-Year Sub-Regional Programs Funds with the language addition from Legal Counsel Ms. Diehl, Ms. Poster, Dr. Chun, Mr. Chatterji and Dr. Bholat voted yes. <b>Motion Carried</b></p>
<p><b>XI. Board Member Reports</b></p>	<p>Mr. Chatterji reported that he attended:</p> <ul style="list-style-type: none"> <li>• Meet with Tom twice</li> <li>• Strategic half day</li> <li>• Youth coalition kickoff</li> <li>• Sharecare meeting</li> </ul> <p>Ms. Poster reported that she attended:</p> <ul style="list-style-type: none"> <li>• Hermosa Beach Chamber gala</li> <li>• 2 meetings with tom</li> <li>• Strategic planning 12 day</li> <li>• Redondo Beach leadership</li> <li>• Governance committee meeting</li> </ul> <p>Dr. Bholat reported that she attended:</p> <ul style="list-style-type: none"> <li>• Meetings with Tom twice</li> <li>• Strategic planning</li> <li>• ACHD Board</li> <li>• AHA meetings</li> <li>• HB Chamber Gala</li> </ul> <p>Ms. Diehl reported that she attended:</p> <ul style="list-style-type: none"> <li>• Round Table</li> <li>• Strategic plan</li> <li>• Round table</li> <li>• 2 meetings with tom</li> </ul> <p>Dr. Chun reported that he attended:</p> <ul style="list-style-type: none"> <li>• 2 meetings with tom</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<ul style="list-style-type: none"> <li>• Properties meeting</li> <li>• Ad hoc mind health</li> <li>• Strategic planning</li> <li>• Round table</li> </ul>	
<b>XII. Announcements/ Questions and Referrals to Staff</b>	There were no announcements/questions and referrals to staff	
<b>XIII. Adjournment</b>	Ms. Poster adjourned the meeting.	There being no further business, Ms. Poster <b>Moved</b> to adjourn the meeting. Meeting adjourned at 7:57 p.m.

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<b>I. Re-Call to Order</b>	Ms. Poster moved to re-open the meeting for Prospect One Corporation.	Ms. Poster <b>Moved</b> to re-open the meeting. Meeting re-opened at 7:57 p.m.
<b>II. Public Discussion</b>	Ms. Poster asked if any member of the public would like to address the Board on any issue not on the agenda. No one from the public stepped forward.	
<b>III. Election of Officers</b>	<p>Dr. Chun nominated the elected slate of candidates from the January 23<sup>rd</sup>, 2019 Board of Directors election of officers:</p> <p>President – Ms. Vanessa Poster  President Pro Tem – Dr. Michelle Bholat  Secretary/Treasurer – Mr. Vish Chatterji</p> <p>Ms. Diehl seconded the nominated slate</p>	<p>It was <b>Moved and Seconded</b> (Chun/Diehl) to elect the elected slate of candidates from the January 23<sup>rd</sup>, 2019 Board of Directors election of officers.</p> <p><b>Motion Carried Unanimously</b></p>
<b>IV. Staff Report</b>		
<b>A. Chief Financial Officer</b>	<p>Ms. Poster invited Ms. Monica Suua, Director of Finance, to address the Board of Directors.</p> <p>Ms. Suua highlighted the following:</p> <ul style="list-style-type: none"> <li>• Prospect One Corporation (POC) due to its designated purpose of constructing and owning a medical office building is designated as a Special Revenue fund, separated from the District's General Fund</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<ul style="list-style-type: none"> <li>• There were no financial transactions or activity in the Prospect One Fund in Fiscal 2017-18</li> <li>• The consolidated BCHD FY2017-18 financial statements were audited by Davis Farr, LLP receiving a clean opinion with no adjusting entries or internal control findings.</li> </ul>	
<b>V. Old Business</b>	There was no Old Business	
<b>VI. New Business</b>	There was no New Business	
<b>VII. Adjournment</b>	Ms. Poster moved to adjourn the meeting.	There being no further business, Ms. Poster <b>Moved</b> to adjourn the meeting. Meeting adjourned at 7:59 p.m.

The next Regular Meeting of the Beach Cities Health District Board of Directors is scheduled for Wednesday, February 27<sup>th</sup>, 2019 at 6:30 p.m. in the Beach Cities Room of the Beach Cities Health District, located at 514 N. Prospect Avenue, Redondo Beach, California

DRAFT



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**Date:** February 20, 2019  
**To:** Board of Directors  
**From:** Monica Suua, CFO  
**Subject:** TREASURER'S REPORT, January 2019 Activity  
(FOR AGENDA ITEM IX.B.)

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Please find attached the January fiscal year-to-date 2018-19 actual-to-budget Revenue and Expenditures financial variance reports, check register and PFM investment portfolio report.

### **Cash Disbursements**

**January** disbursements were **\$492,365.17 check # 72221 thru 72435**. There were no checks greater than \$50,000 that required three (3) signatures.

For further detail of checks paid in January 2019, see check register starting on page 17.

### **Investment Activities**

**Safety - To protect principle is the foremost objective of the District:** For an overview of each of the District's bonds, notes and securities with associated market prices and Moody's and S&P ratings see the PFM Reports, "Managed Account Detail of Securities Held," (pages 6-12).

**Liquidity – Availability of sufficient funds to pay for the District's current expenditures.** The PFM Report page 1 "Consolidated Summary Statement", section "Portfolio Summary" shows the State Pool (LAIF) investment of \$376,652.63 followed by a page from the CA Asset Management (CAMP) statement showing a balance of \$978,547.27, a combined total of \$1,355,199.90.

The LAIF investment and the CAMP portfolio together, results in short term investment funds of 5.3% of the total combined investments at Market Value of \$25,737,473.81. LAIF State Pool and CAMP (Money Market Mutual Funds) investments have maturity dates of 6 months or less and are sufficient to meet current operational and capital liquidity needs.

**Yield.** The average BCHD portfolio yield to maturity at cost for the month of January was 2.33% shown on page 3 in the PFM report. The yield increased by 11 basis points from the December 2.22%. In January, the difference between yield to maturity at cost and market is 29 basis points which narrowed by 21 basis points compared to the December spread, resulting in yield to maturity at market at 2.62%.

**Purchases, Sales, Maturities and Calls.** During the month of January there were two (2) securities purchases.

**TREASURER'S REPORT  
PAGE 2**

<b>Purchases</b>			
<b>Date</b>	<b>Security Description</b>	<b>Par Value</b>	<b>Principal Cost</b>
01/07/2019	US Treasury Notes	\$3,550,000.00	\$3,498,830.08
01/30/2019	US Treasury Notes	\$1,100,000.00	\$1,082,554.69
	<b>TOTAL</b>	<b>\$4,650,000.00</b>	<b>\$4,581,384.77</b>

There were six (6) securities sold.

<b>Sales</b>			
<b>Date</b>	<b>Security Description</b>	<b>Par Value</b>	<b>Principal Cost</b>
01/07/2019	US Treasury Notes	\$225,000.00	\$222,055.66
01/07/2019	US Treasury Notes	\$675,000.00	\$666,166.99
01/07/2019	US Treasury Notes	\$1,275,000.00	\$1,258,315.44
01/07/2019	US Treasury Notes	\$1,125,000.00	\$1,110,278.32
01/31/2019	US Treasury Notes	\$975,000.00	\$963,993.16
01/31/2019	US Treasury Notes	\$75,000.00	\$74,153.32
	<b>TOTAL</b>	<b>\$4,350,000.00</b>	<b>\$4,294,962.89</b>

The BCHD portfolio activity is shown in the PFM Report "Managed Account Security Transactions & Interest" on pages 20-24.

The current holdings are shown in the PFM Report "Managed Account Issuer Summary" pages 4-5 and "Managed Account Detail of Securities Held" pages 6-12.

**LAIF** (Local Agency Investment Fund). The average yield for LAIF for the month of January 2019 was 2.35% paid quarterly. Up from December's yield that was 2.29%. The average monthly yield reached 1% in July 2017 for the first time since July 2009. In 2018, the average yield continued to increase slowly from 1.35% in January to 2.29% in December.

**CAMP** (California Asset Management Program). The January monthly yield in CAMP was 2.62% paid monthly. Up from December yield of 2.46%. In 2018, the monthly average yield increased from 1.43% in January to 2.46% in December.

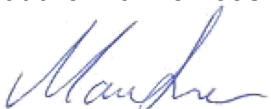
**Beach Cities Child Development Center Note Receivable**

The BCCDC note receivable balance at January 2019 was \$111,189 earning 7.00% interest.

**Ducot Note Receivable**

The Ducot note receivable balance at January 2019 was \$5,451,410 earning 7.94% interest.

*This report accurately reflects all Beach Cities Health District pooled investments, which conform to all State laws and the investment policy statement approved by the Board of Directors. A copy of the policy is available on-line at <http://www.bchd.org/certified-investment-policy> and at the main offices of the District.*



Monica Suua, CPA, Chief Financial Officer

February 20, 2019

Date

**TREASURER’S REPORT  
PAGE 3**

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**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

**SUMMARY**

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Classes & Group	17,654	17,560	94	71,515	70,476	1,039	101.%
CHF Membership	69,370	72,923	(3,553)	483,397	494,650	(11,253)	98.%
One-time Visits & Consults	78,409	79,178	(768)	505,456	576,102	(70,645)	88.%
Toddler Town Revenues	46,272	37,255	9,017	261,399	231,232	30,167	113.%
Camp Revenue	21,490	22,549	(1,059)	301,789	335,693	(33,903)	90.%
Food & Beverage	2,221	4,386	(2,165)	15,183	16,951	(1,769)	90.%
Retail	613	805	(192)	7,646	8,843	(1,198)	86.%
Childcare	768	823	(55)	6,048	5,331	717	113.%
Balances Due on Account	(1,972)	(1,250)	(722)	(12,048)	(8,750)	(3,298)	138.%
Facility Rental	11,331	14,421	(3,090)	23,906	24,656	(750)	97.%
<b>Total User - Fees</b>	<b>246,156</b>	<b>248,649</b>	<b>(2,493)</b>	<b>1,664,290</b>	<b>1,755,185</b>	<b>(90,895)</b>	<b>95.%</b>
Property Tax	313,385	313,385	0	2,193,695	2,193,695	0	100.%
Lease	379,910	371,609	8,301	2,858,767	2,594,792	263,976	110.%
Interest	193,626	102,073	91,553	875,472	635,268	240,205	138.%
Limited Partnership	192,651	164,640	28,011	982,578	1,049,840	(67,262)	94.%
Donations	0	0	0	6,516	5,000	1,516	130.%
Other Revenue	20,708	18,870	1,838	60,735	20,460	40,275	297.%
<b>Total Government</b>	<b>1,100,280</b>	<b>970,576</b>	<b>129,704</b>	<b>6,977,762</b>	<b>6,499,054</b>	<b>478,709</b>	<b>107.%</b>
<b>TOTAL REVENUES</b>	<b>1,346,436</b>	<b>1,219,225</b>	<b>127,210</b>	<b>8,642,052</b>	<b>8,254,238</b>	<b>387,814</b>	<b>105.%</b>
<b>Payroll</b>							
Salaries - Reg FT	310,493	320,959	10,466	2,105,586	2,128,940	23,354	99.%
Salaries - Reg PT	79,884	87,233	7,349	542,268	638,218	95,950	85.%
Salaries - Instructor (non-benefit)	22,940	24,939	1,999	159,916	173,662	13,746	92.%
Cafeteria Plan Contribution	43,056	44,408	1,352	302,361	292,424	(9,937)	103.%
Payroll Taxes	29,591	30,809	1,218	192,584	208,527	15,943	92.%
LTD Insurance	1,052	1,010	(42)	7,108	6,943	(166)	102.%
Pension Plan Contribution	23,253	23,709	456	295,205	319,815	24,610	92.%
Unemployment Insurance	0	0	0	372	3,622	3,250	10.%
Employee Incentive Bonus	328	0	(328)	1,562	0	(1,562)	0.%
Employee Instant award exp	399	0	(399)	5,210	1,296	(3,914)	402.%
<b>Total Payroll Expenses</b>	<b>510,995</b>	<b>533,067</b>	<b>22,072</b>	<b>3,612,171</b>	<b>3,773,446</b>	<b>161,275</b>	<b>96.%</b>
<b>Program Costs</b>							
COGS - Cost of Goods Sold - non-food	439	1,223	784	5,568	8,563	2,995	65.%
Cafe Supplies - cost of good sold - food	1,295	558	(736)	8,334	10,501	2,166	79.%
Consumables (food used as supplies)	577	3,533	2,956	4,575	10,712	6,138	43.%
Client Transportation	0	0	0	11,883	12,750	867	93.%
Office Supplies	3,739	2,031	(1,708)	17,488	14,319	(3,169)	122.%
Gym/Locker Room Supplies	5,985	3,303	(2,682)	34,476	23,119	(11,357)	149.%
Program Supplies	3,647	8,019	4,372	31,924	54,980	23,055	58.%
Janitorial Supplies	2,889	3,063	174	21,014	21,443	429	98.%
Other Supplies	526	445	(81)	1,016	2,615	1,599	39.%
<b>Total Program Costs</b>	<b>19,097</b>	<b>22,175</b>	<b>3,078</b>	<b>136,277</b>	<b>159,001</b>	<b>22,724</b>	<b>86.%</b>
<b>Human Resources</b>							
Employee Retention & Recognition	1,004	1,107	103	4,245	6,149	1,904	69.%
Employee Wellness	2,184	2,819	635	14,364	20,233	5,868	71.%
ADP Payroll Processing Fees	2,929	3,878	949	18,900	27,146	8,246	70.%
Education & Training Seminars	2,069	1,787	(283)	16,103	20,482	4,379	79.%
Insurance - Worker's Comp	3,408	4,211	803	25,030	30,655	5,625	82.%
Recruitment	1,064	1,749	684	8,044	14,491	6,447	56.%
Tuition Reimbursement	0	333	333	11,087	12,978	1,891	85.%
Uniforms	0	871	871	3,825	9,441	5,616	41.%
Employee Travel/Parking	1,210	3,218	2,008	11,638	19,826	8,188	59.%
CSI Over/Short Deposit	(16)	0	16	87	0	(87)	0.%

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

**SUMMARY**

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>Total Human Resources Expenses</b>	<b>13,853</b>	<b>19,972</b>	<b>6,119</b>	<b>113,324</b>	<b>161,400</b>	<b>48,076</b>	<b>70.%</b>
<b>Information Systems</b>							
IT/ Hardware/Electronics	0	0	0	3,279	0	(3,279)	0.%
IT Workstations	0	142	142	0	992	992	0.%
Phone Equipment	44	750	706	2,455	5,250	2,795	47.%
IT Repair & Maint Parts	0	145	145	89	1,015	926	9.%
IT Website / Internet Equipment	0	0	0	325	0	(325)	0.%
IT Network Expense	0	183	183	(725)	1,283	2,008	(56.%)
IT Software Expense	10,644	14,044	3,399	116,632	116,477	(155)	100.%
<b>Total Information Systems Expenses</b>	<b>10,688</b>	<b>15,264</b>	<b>4,575</b>	<b>122,055</b>	<b>125,017</b>	<b>2,962</b>	<b>98.%</b>
<b>Community Relations</b>							
Advertising	12,205	9,782	(2,424)	69,891	68,481	(1,410)	102.%
Community Education Materials	0	167	167	728	1,169	441	62.%
Community Outreach	3,611	2,785	(826)	16,199	16,639	440	97.%
Internet / Intranet / Website	400	0	(400)	5,100	5,000	(100)	102.%
Dues & Memberships	171	586	415	20,116	21,003	887	96.%
Educational Materials	82	403	321	389	1,223	834	32.%
Mailing Services	3,109	890	(2,219)	6,484	6,230	(254)	104.%
Management of Volunteers	416	665	249	5,463	11,045	5,582	49.%
Meetings	6,565	2,695	(3,870)	35,218	19,275	(15,943)	183.%
Postage	4,089	465	(3,623)	48,294	46,507	(1,786)	104.%
Printing	15,960	16,299	338	97,254	109,579	12,325	89.%
Promotional Items/Materials	3,523	5,312	1,789	10,148	27,887	17,739	36.%
Subscriptions	0	12	12	842	84	(759)	1007.%
Business Promotion Allocation	0	417	417	0	2,917	2,917	0.%
<b>Total Community Relations</b>	<b>50,133</b>	<b>40,477</b>	<b>(9,656)</b>	<b>316,124</b>	<b>337,038</b>	<b>20,914</b>	<b>94.%</b>
<b>Facilities</b>							
Building Maintenance & Repair	11,082	23,165	12,082	108,716	107,302	(1,414)	101.%
Equipment/Furniture < \$5,000	1,705	5,005	3,300	22,241	35,835	13,595	62.%
Equipment/Lease	9,050	8,211	(839)	79,788	75,745	(4,043)	105.%
Equipment/General Maintenance & Repair	31,824	14,094	(17,730)	114,286	89,091	(25,195)	128.%
Landscape Maintenance	5,279	7,652	2,373	43,298	48,654	5,356	89.%
Electricity	16,233	25,647	9,413	258,780	234,727	(24,053)	110.%
Gas	19,320	10,546	(8,774)	70,766	73,819	3,053	96.%
Water	33,101	35,500	2,399	85,179	82,700	(2,479)	103.%
Waste Removal	1,215	1,249	34	8,449	8,746	297	97.%
Plant Service	314	601	287	2,242	4,156	1,914	54.%
Telephone	4,539	4,400	(139)	34,215	34,500	285	99.%
Janitorial Services	22,015	19,340	(2,675)	148,562	135,380	(13,182)	110.%
<b>Total Facilities Expenses</b>	<b>155,677</b>	<b>155,409</b>	<b>(268)</b>	<b>976,523</b>	<b>930,654</b>	<b>(45,869)</b>	<b>105.%</b>
<b>Professional Services</b>							
Accounting Services	0	0	0	22,240	22,239	(1)	100.%
Banking Services	8,829	9,145	316	52,424	49,670	(2,754)	106.%
Election Services	0	0	0	294	0	(294)	0.%
Laundry Services	7,142	7,668	527	51,657	53,677	2,020	96.%
Legal Services	1,090	2,000	910	44,208	38,500	(5,708)	115.%
Outside Services	64,161	61,105	(3,056)	336,058	346,039	9,981	97.%
Outside Service-Research	0	0	0	2,546	0	(2,546)	0.%
Outside Services - H&F	6,562	7,107	545	75,921	84,732	8,810	90.%
Outside Services - Property	7,000	7,000	0	49,000	49,000	0	100.%
Engineering/Maintenance Services	25,756	24,067	(1,689)	186,103	169,134	(16,969)	110.%
Service Contracts	11,157	7,465	(3,692)	53,507	56,565	3,059	95.%
Taxes & Licensing	0	472	472	10,597	5,878	(4,719)	180.%

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

SUMMARY

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>Total Professional Services Expenses</b>	<b>131,698</b>	<b>126,029</b>	<b>(5,668)</b>	<b>884,555</b>	<b>875,434</b>	<b>(9,121)</b>	<b>101.%</b>
<b>Other Expenses</b>							
Prospect South Bay	5,000	6,000	1,000	41,856	42,000	144	100.%
Debt Service - Principal Pmt.	37,318	37,318	0	256,134	256,134	0	100.%
Interest Expense	22,682	22,682	0	163,866	163,867	1	100.%
Insurance - General	0	0	0	232,250	215,121	(17,129)	108.%
<b>Total Other Expenses</b>	<b>65,000</b>	<b>66,000</b>	<b>1,000</b>	<b>694,106</b>	<b>677,122</b>	<b>(16,984)</b>	<b>103.%</b>
<b>Grants &amp; Health Fund</b>							
Grants	48,889	48,889	0	164,887	164,887	0	100.%
Health Fund - Youth	0	0	0	0	1,350	1,350	0.%
Health Fund - Adults	0	0	0	(535)	1,551	2,086	(34.%)
Health Fund - Seniors	41,875	30,833	(11,042)	148,364	215,831	67,467	69.%
Holiday Assistance	0	500	500	6,320	7,000	680	90.%
Total Funds & Grants Expenses	90,764	80,222	(10,542)	319,036	390,619	71,583	82.%
<b>TOTAL EXPENSES</b>	<b>1,047,905</b>	<b>1,058,617</b>	<b>10,712</b>	<b>7,174,172</b>	<b>7,429,732</b>	<b>255,561</b>	<b>97.%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>298,531</b>	<b>160,608</b>	<b>137,922</b>	<b>1,467,880</b>	<b>824,506</b>	<b>643,375</b>	<b>178.%</b>
MIS	1,658	0	(1,658)	33,438	114,675	81,237	29.%
FF&E	0	0	0	39,154	14,340	(24,814)	273.%
Building	65,468	0	(65,468)	863,608	3,979,580	3,115,972	22.%
<b>Total Capital Expenditures</b>	<b>67,125</b>	<b>0</b>	<b>(67,125)</b>	<b>936,200</b>	<b>4,108,595</b>	<b>3,172,395</b>	<b>23.%</b>
<b>Net Income (Loss)</b>	<b>231,405</b>	<b>160,608</b>	<b>70,797</b>	<b>531,680</b>	<b>(3,284,089)</b>	<b>3,815,769</b>	<b>(16.%)</b>
<b>Net Income (Loss)</b>	<b>231,405</b>	<b>160,608</b>	<b>70,797</b>	<b>531,680</b>	<b>(3,284,089)</b>	<b>3,815,769</b>	<b>(16.%)</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Life Spans

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Classes & Group	(650)	0	(650)	0	0	0	0.0%
<b>Total User - Fees</b>	<b>(650)</b>	<b>0</b>	<b>(650)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Other Revenue	20,708	18,658	2,050	24,458	18,658	5,800	131.0%
<b>Total Government</b>	<b>20,708</b>	<b>18,658</b>	<b>2,050</b>	<b>24,458</b>	<b>18,658</b>	<b>5,800</b>	<b>131.0%</b>
<b>TOTAL REVENUES</b>	<b>20,058</b>	<b>18,658</b>	<b>1,400</b>	<b>24,458</b>	<b>18,658</b>	<b>5,800</b>	<b>131.0%</b>
<b>Payroll</b>							
Salaries - Reg FT	104,940	112,103	7,163	766,222	761,650	(4,572)	101.0%
Salaries - Reg PT	10,390	12,139	1,749	59,897	79,737	19,840	75.0%
Salaries - Instructor (non-benefit)	1,940	2,990	1,050	13,650	20,020	6,370	68.0%
Cafeteria Plan Contribution	16,562	17,454	892	121,128	114,896	(6,232)	105.0%
Payroll Taxes	8,345	9,230	885	59,431	60,366	935	98.0%
LTD Insurance	384	376	(9)	2,602	2,585	(17)	101.0%
Pension Plan Contribution	7,532	8,069	536	99,142	106,407	7,266	93.0%
Employee Incentive Bonus	109	0	(109)	159	0	(159)	0.0%
<b>Total Payroll Expenses</b>	<b>150,203</b>	<b>162,360</b>	<b>12,157</b>	<b>1,122,231</b>	<b>1,145,662</b>	<b>23,431</b>	<b>98.0%</b>
<b>Program Costs</b>							
Consumables (food used as supplies)	524	2,429	1,906	3,111	4,983	1,872	62.0%
Office Supplies	617	412	(205)	3,406	2,988	(418)	114.0%
Program Supplies	516	5,104	4,588	5,406	19,628	14,222	28.0%
<b>Total Program Costs</b>	<b>1,657</b>	<b>7,945</b>	<b>6,288</b>	<b>11,923</b>	<b>27,599</b>	<b>15,676</b>	<b>43.0%</b>
<b>Human Resources</b>							
Employee Retention & Recognition	526	67	(459)	739	719	(20)	103.0%
Education & Training Seminars	160	306	146	2,062	3,298	1,236	63.0%
Insurance - Worker's Comp	365	450	85	2,555	4,328	1,773	59.0%
Recruitment	0	16	16	296	612	316	48.0%
Tuition Reimbursement	0	333	333	4,631	6,581	1,950	70.0%
Uniforms	0	0	0	2,206	1,300	(906)	170.0%
Employee Travel/Parking	405	547	142	4,252	4,829	577	88.0%
<b>Total Human Resources Expenses</b>	<b>1,456</b>	<b>1,719</b>	<b>263</b>	<b>16,740</b>	<b>21,667</b>	<b>4,927</b>	<b>77.0%</b>
<b>Information Systems</b>							
IT Workstations	0	142	142	0	992	992	0.0%
IT Software Expense	0	0	0	19,219	17,000	(2,219)	113.0%
<b>Total Information Systems Expenses</b>	<b>0</b>	<b>142</b>	<b>142</b>	<b>19,219</b>	<b>17,992</b>	<b>(1,227)</b>	<b>107.0%</b>
<b>Community Relations</b>							
Community Education Materials	0	167	167	728	1,169	441	62.0%
Community Outreach	25	160	135	2,050	3,464	1,414	59.0%
Dues & Memberships	0	19	19	0	133	133	0.0%
Educational Materials	82	83	1	82	581	499	14.0%
Management of Volunteers	219	0	(219)	1,525	0	(1,525)	0.0%
Meetings	3,838	1,168	(2,670)	7,397	7,593	196	97.0%
Postage	0	123	123	841	961	120	88.0%
Printing	4,811	2,501	(2,310)	12,358	15,147	2,789	82.0%
Promotional Items/Materials	0	1,725	1,725	799	4,700	3,901	17.0%
<b>Total Community Relations</b>	<b>8,976</b>	<b>5,946</b>	<b>(3,029)</b>	<b>25,780</b>	<b>33,748</b>	<b>7,968</b>	<b>76.0%</b>
<b>Facilities</b>							
Equipment/Furniture < \$5,000	0	42	42	448	794	346	56.0%
Plant Service	50	50	1	347	350	4	99.0%
<b>Total Facilities Expenses</b>	<b>50</b>	<b>92</b>	<b>43</b>	<b>794</b>	<b>1,144</b>	<b>350</b>	<b>69.0%</b>
<b>Professional Services</b>							
Outside Services	42,317	41,045	(1,272)	157,888	160,945	3,057	98.0%
Outside Service-Research	0	0	0	2,546	0	(2,546)	0.0%

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Life Spans

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
Service Contracts	0	84	84	0	588	588	0.0%
<b>Total Professional Services Expenses</b>	<b>42,317</b>	<b>41,129</b>	<b>(1,188)</b>	<b>160,434</b>	<b>161,533</b>	<b>1,099</b>	<b>99.0%</b>
Other Expenses							
<b>Grants &amp; Health Fund</b>							
Grants	48,889	48,889	0	143,687	143,687	0	100.0%
Health Fund - Youth	0	0	0	0	1,350	1,350	0.0%
Health Fund - Adults	0	0	0	(535)	1,551	2,086	(34.0%)
Health Fund - Seniors	41,875	30,833	(11,042)	148,364	215,831	67,467	69.0%
Total Funds & Grants Expenses	90,764	79,722	(11,042)	291,516	362,419	70,903	80.0%
<b>TOTAL EXPENSES</b>	<b>295,422</b>	<b>299,055</b>	<b>3,634</b>	<b>1,648,639</b>	<b>1,771,764</b>	<b>123,125</b>	<b>93.0%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>(275,364)</b>	<b>(280,398)</b>	<b>5,034</b>	<b>(1,624,181)</b>	<b>(1,753,106)</b>	<b>128,925</b>	<b>93.0%</b>
MIS	0	0	0	2,550	3,675	1,125	69.0%
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,550</b>	<b>3,675</b>	<b>1,125</b>	<b>69.0%</b>
<b>Net Income (Loss)</b>	<b>(275,364)</b>	<b>(280,398)</b>	<b>5,034</b>	<b>(1,626,731)</b>	<b>(1,756,781)</b>	<b>130,050</b>	<b>93.0%</b>
<b>Net Income (Loss)</b>	<b>(275,364)</b>	<b>(280,398)</b>	<b>5,034</b>	<b>(1,626,731)</b>	<b>(1,756,781)</b>	<b>130,050</b>	<b>93.0%</b>



**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

**Total Health & Fitness**

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Classes & Group	18,304	17,560	744	71,515	70,476	1,039	101.%
CHF Membership	69,370	72,923	(3,553)	483,397	494,650	(11,253)	98.%
One-time Visits & Consults	78,409	79,178	(768)	505,456	576,102	(70,645)	88.%
Toddler Town Revenues	46,272	37,255	9,017	261,399	231,232	30,167	113.%
Camp Revenue	21,490	22,549	(1,059)	301,789	335,693	(33,903)	90.%
Food & Beverage	2,221	4,386	(2,165)	15,183	16,951	(1,769)	90.%
Retail	613	805	(192)	7,646	8,843	(1,198)	86.%
Childcare	768	823	(55)	6,048	5,331	717	113.%
Balances Due on Account	(1,972)	(1,250)	(722)	(12,048)	(8,750)	(3,298)	138.%
Facility Rental	11,331	14,421	(3,090)	23,906	24,656	(750)	97.%
<b>Total User - Fees</b>	<b>246,806</b>	<b>248,649</b>	<b>(1,843)</b>	<b>1,664,290</b>	<b>1,755,185</b>	<b>(90,895)</b>	<b>95.%</b>
<b>TOTAL REVENUES</b>							
	<b>246,806</b>	<b>248,649</b>	<b>(1,843)</b>	<b>1,664,290</b>	<b>1,755,185</b>	<b>(90,895)</b>	<b>95.%</b>
<b>Payroll</b>							
Salaries - Reg FT	55,144	54,991	(154)	357,955	375,638	17,683	95.%
Salaries - Reg PT	64,973	67,071	2,099	458,632	509,043	50,410	90.%
Salaries - Instructor (non-benefit)	21,000	21,543	543	145,408	150,800	5,392	96.%
Cafeteria Plan Contribution	9,760	10,271	511	65,548	67,781	2,233	97.%
Payroll Taxes	10,320	10,683	363	70,953	76,471	5,517	93.%
LTD Insurance	220	224	5	1,501	1,533	32	98.%
Pension Plan Contribution	5,742	5,684	(58)	62,496	65,847	3,351	95.%
Employee Incentive Bonus	175	0	(175)	1,228	0	(1,228)	0.%
<b>Total Payroll Expenses</b>	<b>167,333</b>	<b>170,466</b>	<b>3,133</b>	<b>1,163,722</b>	<b>1,247,113</b>	<b>83,391</b>	<b>93.%</b>
<b>Program Costs</b>							
COGS - Cost of Goods Sold - non-food	439	1,223	784	5,568	8,563	2,995	65.%
Cafe Supplies - cost of good sold - food	1,295	558	(736)	8,334	10,501	2,166	79.%
Consumables (food used as supplies)	0	21	21	776	146	(630)	532.%
Client Transportation	0	0	0	11,883	12,750	867	93.%
Office Supplies	1,911	694	(1,218)	6,648	4,855	(1,794)	137.%
Gym/Locker Room Supplies	5,985	3,303	(2,682)	34,476	23,119	(11,357)	149.%
Program Supplies	3,131	2,642	(489)	21,341	22,976	1,635	93.%
Janitorial Supplies	2,490	1,863	(627)	14,142	13,043	(1,098)	108.%
<b>Total Program Costs</b>	<b>15,251</b>	<b>10,304</b>	<b>(4,947)</b>	<b>103,167</b>	<b>95,952</b>	<b>(7,215)</b>	<b>108.%</b>
<b>Human Resources</b>							
Employee Retention & Recognition	93	260	167	1,354	1,720	366	79.%
Education & Training Seminars	1,488	1,072	(416)	7,756	7,505	(250)	103.%
Insurance - Worker's Comp	2,764	3,417	653	19,348	23,919	4,571	81.%
Recruitment	0	279	279	1,388	3,080	1,692	45.%
Uniforms	0	701	701	726	5,971	5,245	12.%
Employee Travel/Parking	0	108	108	0	758	758	0.0%
CSI Over/Short Deposit	(16)	0	16	87	0	(87)	0.0%
<b>Total Human Resources Expenses</b>	<b>4,329</b>	<b>5,838</b>	<b>1,509</b>	<b>30,659</b>	<b>42,954</b>	<b>12,294</b>	<b>71.%</b>
<b>Information Systems</b>							
IT/ Hardware/Electronics	0	0	0	517	0	(517)	0.0%
IT Software Expense	5,327	5,438	111	36,123	37,402	1,279	97.%
<b>Total Information Systems Expenses</b>	<b>5,327</b>	<b>5,438</b>	<b>111</b>	<b>36,640</b>	<b>37,402</b>	<b>762</b>	<b>98.%</b>
<b>Community Relations</b>							
Community Outreach	486	0	(486)	486	0	(486)	0.0%
Dues & Memberships	0	71	71	850	3,134	2,284	27.0%
Educational Materials	0	20	20	0	142	142	0.0%
Meetings	41	0	(41)	199	0	(199)	0.0%

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

**Total Health & Fitness**

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
Postage	66	97	31	698	681	(17)	102.%
Printing	1,811	848	(963)	6,406	5,938	(468)	108.%
Subscriptions	0	12	12	0	84	84	0.%
Business Promotion Allocation	0	417	417	0	2,917	2,917	0.%
<b>Total Community Relations</b>	<b>2,405</b>	<b>1,465</b>	<b>(939)</b>	<b>8,640</b>	<b>12,896</b>	<b>4,256</b>	<b>67.%</b>
<b>Facilities</b>							
Building Maintenance & Repair	156	1,929	1,772	7,137	15,297	8,160	47.%
Equipment/Furniture < \$5,000	218	2,955	2,736	8,917	20,683	11,766	43.%
Equipment/Lease	0	0	0	21,628	21,628	0	100.%
Equipment/General Maintenance & Repair	6,353	2,812	(3,541)	16,679	10,685	(5,994)	156.%
Landscape Maintenance	0	697	697	4,247	4,881	634	87.%
Electricity	2,444	4,167	1,723	30,492	29,167	(1,325)	105.%
Gas	242	46	(197)	598	319	(280)	188.%
Waste Removal	237	242	5	1,602	1,694	92	95.%
Plant Service	138	138	0	963	963	0	100.%
Janitorial Services	9,975	10,000	25	71,252	70,000	(1,252)	102.%
<b>Total Facilities Expenses</b>	<b>19,763</b>	<b>22,984</b>	<b>3,221</b>	<b>163,515</b>	<b>175,315</b>	<b>11,800</b>	<b>93.%</b>
<b>Professional Services</b>							
Banking Services	6,401	6,345	(56)	41,814	38,070	(3,744)	110.%
Laundry Services	7,142	7,668	527	51,657	53,677	2,020	96.%
Outside Services	0	1,567	1,567	13,352	10,969	(2,383)	122.%
Outside Services - H&F	6,562	7,107	545	75,761	84,732	8,970	89.%
Service Contracts	8,856	4,349	(4,507)	40,018	36,499	(3,519)	110.%
Taxes & Licensing	0	81	81	669	564	(104)	118.%
<b>Total Professional Services Expenses</b>	<b>28,960</b>	<b>27,116</b>	<b>(1,844)</b>	<b>223,271</b>	<b>224,511</b>	<b>1,240</b>	<b>99.%</b>
<b>Other Expenses</b>							
Insurance - General	0	0	0	35,931	39,263	3,332	92.%
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,931</b>	<b>39,263</b>	<b>3,332</b>	<b>92.%</b>
<b>Grants &amp; Health Fund</b>							
<b>TOTAL EXPENSES</b>	<b>243,368</b>	<b>243,612</b>	<b>244</b>	<b>1,765,546</b>	<b>1,875,406</b>	<b>109,860</b>	<b>94.%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>3,438</b>	<b>5,037</b>	<b>(1,599)</b>	<b>(101,256)</b>	<b>(120,222)</b>	<b>18,966</b>	<b>84.%</b>
MIS	1,020	0	(1,020)	6,039	5,000	(1,039)	121.%
FF&E	0	0	0	15,496	14,340	(1,156)	108.%
Building	4,528	0	(4,528)	27,481	31,464	3,983	87.%
<b>Total Capital Expenditures</b>	<b>5,548</b>	<b>0</b>	<b>(5,548)</b>	<b>49,015</b>	<b>50,804</b>	<b>1,789</b>	<b>96.%</b>
<b>Net Income (Loss)</b>	<b>(2,110)</b>	<b>5,037</b>	<b>(7,147)</b>	<b>(150,271)</b>	<b>(171,026)</b>	<b>20,755</b>	<b>88.%</b>
<b>Net Income (Loss)</b>	<b>(2,110)</b>	<b>5,037</b>	<b>(7,147)</b>	<b>(150,271)</b>	<b>(171,026)</b>	<b>20,755</b>	<b>88.%</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Oth Programs & Services

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Donations	0	0	0	6,516	5,000	1,516	130.0%
Other Revenue	0	212	(212)	0	1,802	(1,802)	0.0%
<b>Total Government</b>	<b>0</b>	<b>212</b>	<b>(212)</b>	<b>6,516</b>	<b>6,802</b>	<b>(286)</b>	<b>96.0%</b>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>212</b>	<b>(212)</b>	<b>6,516</b>	<b>6,802</b>	<b>(286)</b>	<b>96.0%</b>
<b>Payroll</b>							
Salaries - Reg FT	59,704	59,686	(18)	375,716	370,385	(5,331)	101.1%
Salaries - Reg PT	880	6,366	5,486	6,141	41,755	35,614	15.0%
Salaries - Instructor (non-benefit)	0	406	406	858	2,842	1,984	30.0%
Cafeteria Plan Contribution	6,308	6,901	592	43,318	45,379	2,061	95.0%
Payroll Taxes	4,436	4,572	136	27,460	29,882	2,422	92.0%
LTD Insurance	180	176	(4)	1,188	1,212	25	98.0%
Pension Plan Contribution	3,991	3,789	(203)	50,469	53,276	2,807	95.0%
Employee Incentive Bonus	22	0	(22)	109	0	(109)	0.0%
<b>Total Payroll Expenses</b>	<b>75,521</b>	<b>81,895</b>	<b>6,375</b>	<b>505,260</b>	<b>544,731</b>	<b>39,471</b>	<b>93.0%</b>
<b>Program Costs</b>							
Consumables (food used as supplies)	0	583	583	48	2,083	2,035	2.0%
Office Supplies	35	59	24	1,199	414	(785)	289.0%
Program Supplies	0	273	273	5,177	12,375	7,198	42.0%
Other Supplies	0	0	0	50	0	(50)	0.0%
<b>Total Program Costs</b>	<b>35</b>	<b>915</b>	<b>880</b>	<b>6,474</b>	<b>14,873</b>	<b>8,399</b>	<b>44.0%</b>
<b>Human Resources</b>							
Employee Retention & Recognition	0	25	25	92	675	583	14.0%
Employee Wellness	2,077	1,919	(158)	11,693	13,433	1,739	87.0%
Education & Training Seminars	0	143	143	1,300	2,824	1,524	46.0%
Insurance - Worker's Comp	136	168	32	952	1,176	224	81.0%
Recruitment	1,032	1,368	336	5,122	9,849	4,727	52.0%
Tuition Reimbursement	0	0	0	2,671	2,612	(59)	102.0%
Uniforms	0	170	170	893	2,170	1,277	41.0%
Employee Travel/Parking	17	147	129	1,205	1,127	(78)	107.0%
<b>Total Human Resources Expenses</b>	<b>3,262</b>	<b>3,940</b>	<b>678</b>	<b>23,928</b>	<b>33,865</b>	<b>9,936</b>	<b>71.0%</b>
<b>Information Systems</b>							
IT/ Hardware/Electronics	0	0	0	2,762	0	(2,762)	0.0%
Phone Equipment	44	750	706	2,455	5,250	2,795	47.0%
IT Repair & Maint Parts	0	125	125	82	875	793	9.0%
IT Website / Internet Equipment	0	0	0	325	0	(325)	0.0%
IT Network Expense	0	183	183	(725)	1,283	2,008	(56.0%)
IT Software Expense	5,317	8,605	3,288	50,705	51,575	870	98.0%
<b>Total Information Systems Expenses</b>	<b>5,361</b>	<b>9,664</b>	<b>4,302</b>	<b>55,604</b>	<b>58,983</b>	<b>3,379</b>	<b>94.0%</b>
<b>Community Relations</b>							
Advertising	12,205	9,782	(2,424)	69,891	68,481	(1,410)	102.0%
Community Outreach	600	1,875	1,275	10,217	9,125	(1,092)	112.0%
Internet / Intranet / Website	400	0	(400)	5,100	5,000	(100)	102.0%
Dues & Memberships	99	83	(16)	649	733	84	89.0%
Mailing Services	3,109	890	(2,219)	6,484	6,230	(254)	104.0%
Management of Volunteers Meetings	197	665	468	3,937	11,045	7,108	36.0%
Meetings	0	0	0	2,490	0	(2,490)	0.0%
Postage	4,022	20	(4,002)	45,747	43,290	(2,457)	106.0%
Printing	8,241	12,779	4,539	74,866	87,003	12,137	86.0%
Promotional Items/Materials	3,523	3,587	64	9,349	23,187	13,838	40.0%
Subscriptions	0	0	0	842	0	(842)	0.0%
<b>Total Community Relations</b>	<b>32,397</b>	<b>29,681</b>	<b>(2,715)</b>	<b>229,573</b>	<b>254,095</b>	<b>24,522</b>	<b>90.0%</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Oth Programs & Services

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>Facilities</b>							
Equipment/Furniture < \$5,000	0	0	0	1,541	0	(1,541)	0.0%
Telephone	4,377	4,400	23	33,580	34,500	920	97.0%
<b>Total Facilities Expenses</b>	<b>4,377</b>	<b>4,400</b>	<b>23</b>	<b>35,121</b>	<b>34,500</b>	<b>(621)</b>	<b>102.0%</b>
<b>Professional Services</b>							
Legal Services	(2,158)	0	2,158	329	500	171	66.0%
Outside Services	19,856	15,891	(3,965)	145,400	144,103	(1,296)	101.0%
Service Contracts	1,507	2,000	493	10,587	14,000	3,413	76.0%
<b>Total Professional Services Expenses</b>	<b>19,205</b>	<b>17,891</b>	<b>(1,314)</b>	<b>156,315</b>	<b>158,603</b>	<b>2,288</b>	<b>99.0%</b>
<b>Other Expenses</b>							
Insurance - General	0	0	0	1,288	1,400	112	92.0%
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,288</b>	<b>1,400</b>	<b>112</b>	<b>92.0%</b>
<b>Grants &amp; Health Fund</b>							
Holiday Assistance	0	500	500	6,320	7,000	680	90.0%
Total Funds & Grants Expenses	0	500	500	6,320	7,000	680	90.0%
<b>TOTAL EXPENSES</b>	<b>140,159</b>	<b>148,887</b>	<b>8,728</b>	<b>1,019,882</b>	<b>1,108,050</b>	<b>88,168</b>	<b>92.0%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>(140,159)</b>	<b>(148,675)</b>	<b>8,516</b>	<b>(1,013,366)</b>	<b>(1,101,248)</b>	<b>87,882</b>	<b>92.0%</b>
MIS	638	0	(638)	21,164	70,000	48,836	30.0%
<b>Total Capital Expenditures</b>	<b>638</b>	<b>0</b>	<b>(638)</b>	<b>21,164</b>	<b>70,000</b>	<b>48,836</b>	<b>30.0%</b>
<b>Net Income (Loss)</b>	<b>(140,796)</b>	<b>(148,675)</b>	<b>7,878</b>	<b>(1,034,531)</b>	<b>(1,171,248)</b>	<b>136,717</b>	<b>88.0%</b>
<b>Net Income (Loss)</b>	<b>(140,796)</b>	<b>(148,675)</b>	<b>7,878</b>	<b>(1,034,531)</b>	<b>(1,171,248)</b>	<b>136,717</b>	<b>88.0%</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

**Total Support Services**

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Property Tax	313,385	313,385	0	2,193,695	2,193,695	0	100.0%
Interest	193,626	102,073	91,553	875,472	635,268	240,205	138.0%
Limited Partnership	192,651	164,640	28,011	982,578	1,049,840	(67,262)	94.0%
Other Revenue	0	0	0	36,277	0	36,277	0.0%
<b>Total Government</b>	<b>699,662</b>	<b>580,098</b>	<b>119,564</b>	<b>4,088,022</b>	<b>3,878,803</b>	<b>209,219</b>	<b>105.0%</b>
<b>TOTAL REVENUES</b>	<b>699,662</b>	<b>580,098</b>	<b>119,564</b>	<b>4,088,022</b>	<b>3,878,803</b>	<b>209,219</b>	<b>105.0%</b>
<b>Payroll</b>							
Salaries - Reg FT	83,709	86,890	3,181	558,983	573,668	14,685	97.0%
Salaries - Reg PT	3,642	1,657	(1,985)	17,597	7,683	(9,914)	229.0%
Cafeteria Plan Contribution	9,782	9,249	(533)	68,184	60,867	(7,317)	112.0%
Payroll Taxes	5,942	5,855	(87)	32,345	38,773	6,428	83.0%
LTD Insurance	254	221	(33)	1,719	1,521	(198)	113.0%
Pension Plan Contribution	5,550	5,728	178	79,689	88,830	9,141	90.0%
Unemployment Insurance	0	0	0	372	3,622	3,250	10.0%
Employee Incentive Bonus	22	0	(22)	66	0	(66)	0.0%
Employee Instant award exp	399	0	(399)	5,210	1,296	(3,914)	402.0%
<b>Total Payroll Expenses</b>	<b>109,299</b>	<b>109,599</b>	<b>301</b>	<b>764,164</b>	<b>776,259</b>	<b>12,095</b>	<b>98.0%</b>
<b>Program Costs</b>							
Consumables (food used as supplies)	53	500	447	640	3,500	2,860	18.0%
Office Supplies	1,175	866	(309)	6,050	6,062	12	100.0%
Janitorial Supplies	399	200	(199)	1,790	1,400	(390)	128.0%
Other Supplies	526	445	(81)	862	2,615	1,753	33.0%
<b>Total Program Costs</b>	<b>2,153</b>	<b>2,011</b>	<b>(142)</b>	<b>9,342</b>	<b>13,577</b>	<b>4,235</b>	<b>69.0%</b>
<b>Human Resources</b>							
Employee Retention & Recognition	386	755	369	2,060	3,035	975	68.0%
Employee Wellness	108	900	792	2,671	6,800	4,129	39.0%
ADP Payroll Processing Fees	2,929	3,878	949	18,900	27,146	8,246	70.0%
Education & Training Seminars	421	265	(156)	4,986	6,855	1,869	73.0%
Insurance - Worker's Comp	128	158	30	2,070	1,106	(964)	187.0%
Recruitment	32	86	54	1,238	950	(288)	130.0%
Tuition Reimbursement	0	0	0	3,785	3,785	0	100.0%
Employee Travel/Parking	788	2,416	1,628	6,182	13,112	6,930	47.0%
<b>Total Human Resources Expenses</b>	<b>4,791</b>	<b>8,458</b>	<b>3,666</b>	<b>41,891</b>	<b>62,789</b>	<b>20,898</b>	<b>67.0%</b>
<b>Information Systems</b>							
IT Repair & Maint Parts	0	20	20	7	140	133	5.0%
IT Software Expense	0	0	0	10,585	10,500	(85)	101.0%
<b>Total Information Systems Expenses</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>10,592</b>	<b>10,640</b>	<b>48</b>	<b>100.0%</b>
<b>Community Relations</b>							
Community Outreach	2,500	750	(1,750)	3,446	4,050	604	85.0%
Dues & Memberships	72	413	341	18,617	17,003	(1,614)	109.0%
Educational Materials	0	300	300	306	500	194	61.0%
Meetings	2,447	1,527	(920)	24,892	11,682	(13,210)	213.0%
Postage	1	225	225	1,008	1,575	567	64.0%
Printing	1,098	170	(928)	3,624	1,490	(2,134)	243.0%
<b>Total Community Relations</b>	<b>6,117</b>	<b>3,384</b>	<b>(2,733)</b>	<b>51,892</b>	<b>36,299</b>	<b>(15,593)</b>	<b>143.0%</b>
<b>Facilities</b>							
Equipment/Furniture < \$5,000	191	258	68	191	2,108	1,918	9.0%
Equipment/Lease	1,679	840	(839)	6,563	2,520	(4,043)	260.0%
Equipment/General Maintenance & Repair	0	1,700	1,700	0	5,100	5,100	0.0%
Plant Service	127	135	8	933	945	12	99.0%

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Support Services

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>Total Facilities Expenses</b>	<b>1,996</b>	<b>2,933</b>	<b>937</b>	<b>7,687</b>	<b>10,673</b>	<b>2,987</b>	<b>72.%</b>
<b>Professional Services</b>							
Accounting Services	0	0	0	22,240	22,239	(1)	100.%
Banking Services	2,404	2,800	396	10,435	11,600	1,165	90.%
Election Services	0	0	0	294	0	(294)	0.%
Legal Services	3,248	2,000	(1,248)	43,879	38,000	(5,879)	115.%
Outside Services	1,988	2,552	563	17,058	27,972	10,914	61.%
Outside Services - H&F	0	0	0	160	0	(160)	0.%
Taxes & Licensing	0	392	392	5,393	2,852	(2,542)	189.%
<b>Total Professional Services Expenses</b>	<b>7,640</b>	<b>7,743</b>	<b>104</b>	<b>99,459</b>	<b>102,662</b>	<b>3,203</b>	<b>97.%</b>
<b>Other Expenses</b>							
Interest Expense	22,682	22,682	0	163,866	163,867	1	100.%
Insurance - General	0	0	0	75,692	63,981	(11,711)	118.%
<b>Total Other Expenses</b>	<b>22,682</b>	<b>22,682</b>	<b>0</b>	<b>239,558</b>	<b>227,848</b>	<b>(11,710)</b>	<b>105.%</b>
<b>Grants &amp; Health Fund</b>							
Grants	0	0	0	21,200	21,200	0	100.%
Total Funds & Grants Expenses	0	0	0	21,200	21,200	0	100.%
<b>TOTAL EXPENSES</b>	<b>154,677</b>	<b>156,831</b>	<b>2,154</b>	<b>1,245,785</b>	<b>1,261,948</b>	<b>16,163</b>	<b>99.%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>544,985</b>	<b>423,267</b>	<b>121,718</b>	<b>2,842,237</b>	<b>2,616,855</b>	<b>225,382</b>	<b>109.%</b>
MIS	0	0	0	3,685	36,000	32,315	10.%
<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,685</b>	<b>36,000</b>	<b>32,315</b>	<b>10.%</b>
<b>Net Income (Loss)</b>	<b>544,985</b>	<b>423,267</b>	<b>121,718</b>	<b>2,838,552</b>	<b>2,580,855</b>	<b>257,697</b>	<b>110.%</b>
<b>Net Income (Loss)</b>	<b>544,985</b>	<b>423,267</b>	<b>121,718</b>	<b>2,838,552</b>	<b>2,580,855</b>	<b>257,697</b>	<b>110.%</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Property Operations

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
<b>REVENUE</b>							
Lease	379,910	371,609	8,301	2,858,767	2,594,792	263,976	110.0%
<b>Total Government</b>	<b>379,910</b>	<b>371,609</b>	<b>8,301</b>	<b>2,858,767</b>	<b>2,594,792</b>	<b>263,976</b>	<b>110.0%</b>
<b>TOTAL REVENUES</b>	<b>379,910</b>	<b>371,609</b>	<b>8,301</b>	<b>2,858,767</b>	<b>2,594,792</b>	<b>263,976</b>	<b>110.0%</b>
<b>Payroll</b>							
Salaries - Reg FT	6,994	7,289	295	46,710	47,599	889	98.0%
Cafeteria Plan Contribution	645	534	(110)	4,184	3,501	(683)	119.0%
Payroll Taxes	548	469	(79)	2,394	3,035	641	79.0%
LTD Insurance	15	13	(1)	98	91	(7)	107.0%
Pension Plan Contribution	438	441	2	3,408	5,454	2,046	62.0%
<b>Total Payroll Expenses</b>	<b>8,640</b>	<b>8,746</b>	<b>106</b>	<b>56,794</b>	<b>59,681</b>	<b>2,887</b>	<b>95.0%</b>
<b>Program Costs</b>							
Office Supplies	0	0	0	184	0	(184)	0.0%
Janitorial Supplies	0	1,000	1,000	5,083	7,000	1,917	73.0%
Other Supplies	0	0	0	103	0	(103)	0.0%
<b>Total Program Costs</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>5,371</b>	<b>7,000</b>	<b>1,629</b>	<b>77.0%</b>
<b>Human Resources</b>							
Insurance - Worker's Comp	15	18	3	105	126	21	83.0%
<b>Total Human Resources Expenses</b>	<b>15</b>	<b>18</b>	<b>3</b>	<b>105</b>	<b>126</b>	<b>21</b>	<b>83.0%</b>
<b>Information Systems</b>							
<b>Community Relations</b>							
Meetings	239	0	(239)	239	0	(239)	0.0%
<b>Total Community Relations</b>	<b>239</b>	<b>0</b>	<b>(239)</b>	<b>239</b>	<b>0</b>	<b>(239)</b>	<b>0.0%</b>
<b>Facilities</b>							
Building Maintenance & Repair	10,926	21,236	10,310	101,579	92,005	(9,574)	110.0%
Equipment/Furniture < \$5,000	1,296	1,750	454	11,145	12,250	1,105	91.0%
Equipment/Lease	7,371	7,371	0	51,597	51,597	0	100.0%
Equipment/General Maintenance & Repair	25,471	9,582	(15,889)	97,607	73,307	(24,301)	133.0%
Landscape Maintenance	5,279	6,955	1,675	39,051	43,773	4,722	89.0%
Electricity	13,790	21,480	7,690	228,288	205,560	(22,728)	111.0%
Gas	19,077	10,500	(8,577)	70,168	73,500	3,333	95.0%
Water	33,101	35,500	2,399	85,179	82,700	(2,479)	103.0%
Waste Removal	978	1,007	29	6,847	7,052	205	97.0%
Plant Service	0	278	278	0	1,898	1,898	0.0%
Telephone	161	0	(161)	636	0	(636)	0.0%
Janitorial Services	12,040	9,340	(2,700)	77,310	65,380	(11,930)	118.0%
<b>Total Facilities Expenses</b>	<b>129,491</b>	<b>124,999</b>	<b>(4,492)</b>	<b>769,407</b>	<b>709,022</b>	<b>(60,385)</b>	<b>109.0%</b>
<b>Professional Services</b>							
Banking Services	25	0	(25)	175	0	(175)	0.0%
Outside Services	0	50	50	2,360	2,050	(310)	115.0%
Outside Services - Property Engineering/Maintenance Services	7,000	7,000	0	49,000	49,000	0	100.0%
Service Contracts	25,756	24,067	(1,689)	186,103	169,134	(16,969)	110.0%
Taxes & Licensing	795	1,033	238	2,903	5,478	2,576	53.0%
	0	0	0	4,535	2,462	(2,073)	184.0%
<b>Total Professional Services Expenses</b>	<b>33,576</b>	<b>32,150</b>	<b>(1,426)</b>	<b>245,076</b>	<b>228,125</b>	<b>(16,951)</b>	<b>107.0%</b>
<b>Other Expenses</b>							
Prospect South Bay	5,000	6,000	1,000	41,856	42,000	144	100.0%
Debt Service - Principal Pmt.	37,318	37,318	0	256,134	256,134	0	100.0%
Insurance - General	0	0	0	119,339	110,477	(8,862)	108.0%
<b>Total Other Expenses</b>	<b>42,318</b>	<b>43,318</b>	<b>1,000</b>	<b>417,329</b>	<b>408,611</b>	<b>(8,717)</b>	<b>102.0%</b>

**Beach Cities Health District**  
**ACTUAL TO BUDGET VARIANCE STATEMENT**  
For the Period Ending January 31, 2019

Total Property Operations

	January			YTD			%
	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	
Grants & Health Fund							
<b>TOTAL EXPENSES</b>	<b>214,280</b>	<b>210,231</b>	<b>(4,048)</b>	<b>1,494,320</b>	<b>1,412,564</b>	<b>(81,756)</b>	<b>106.%</b>
<b>Income (Loss) Before Cap Ex</b>	<b>165,630</b>	<b>161,377</b>	<b>4,253</b>	<b>1,364,447</b>	<b>1,182,227</b>	<b>182,220</b>	<b>115.%</b>
FF&E	0	0	0	23,659	0	(23,659)	0.%
Building	60,940	0	(60,940)	836,128	3,948,116	3,111,988	21.%
Total Capital Expenditures	60,940	0	(60,940)	859,786	3,948,116	3,088,329	22.%
<b>Net Income (Loss)</b>	<b>104,690</b>	<b>161,377</b>	<b>(56,687)</b>	<b>504,661</b>	<b>(2,765,889)</b>	<b>3,270,549</b>	<b>(18.%)</b>
<b>Net Income (Loss)</b>	<b>104,690</b>	<b>161,377</b>	<b>(56,687)</b>	<b>504,661</b>	<b>(2,765,889)</b>	<b>3,270,549</b>	<b>(18.%)</b>



Ranges: From: To: From: To:  
 Check Number First Last Check Date 1/1/2019 1/31/2019  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
72221	BRO008	JORDAN BROSKY	1/3/2019	GENERAL	PMCHK00001461	\$255.00
* 72222	COO004	TRISTAN COOPERSMITH	1/3/2019	GENERAL	PMCHK00001461	\$1,150.00
72223	HAR013	BRIAN HARPER	1/3/2019	GENERAL	PMCHK00001461	\$765.00
72224	HOO001	HOOPER, LUNDY, & BOOKMAN, INC	1/3/2019	GENERAL	PMCHK00001461	\$10,000.00
72225	MRM001	M & R MAINTENANCE	1/3/2019	GENERAL	PMCHK00001461	\$16,525.00
72226	PRO0013	PROVIDENCE HEALTH & SERVICES	1/3/2019	GENERAL	PMCHK00001461	\$18.00
72227	QUI005	THE QUINTANA CRUZ COMPANY, LLC	1/3/2019	GENERAL	PMCHK00001461	\$7,000.00
72228	RNJ002	RNJ PRINTING, LLC	1/3/2019	GENERAL	PMCHK00001461	\$68.99
72229	SMA003	SMARTSHEET INC.	1/3/2019	GENERAL	PMCHK00001461	\$17,437.00
72230	PUB001	CA PUBLIC EMPLOYEES RETIREMENT	1/7/2019	GENERAL	PMCHK00001462	\$42,252.94
72231	AME009	AMERICAN MARTYRS CHURCH	1/9/2019	GENERAL	PMCHK00001463	\$700.00
72232	001875	KRISTA ALLEN	1/10/2019	GENERAL	PMCHK00001464	\$114.19
72233	AMA001	GEGRB/AMAZON	1/10/2019	GENERAL	PMCHK00001464	\$2,307.53
72234	BEL001	PAUL BELKNAP	1/10/2019	GENERAL	PMCHK00001464	\$3,785.00
72235	BLE002	CARRIE ANNE BLEVINS	1/10/2019	GENERAL	PMCHK00001464	\$1,212.00
72236	BRO001	BROWN'S GREEN THUMB, INC.	1/10/2019	GENERAL	PMCHK00001464	\$314.05
72237	BRO008	JORDAN BROSKY	1/10/2019	GENERAL	PMCHK00001464	\$450.00
72238	CAM002	CAMBRIAN HOMECARE	1/10/2019	GENERAL	PMCHK00001464	\$165.20
72239	CAN003	CANCER SUPPORT COMMUNITY	1/10/2019	GENERAL	PMCHK00001464	\$4,053.00
72240	CHA005	MELANIE CHAPMAN	1/10/2019	GENERAL	PMCHK00001464	\$795.00
72241	CIN001	CINTAS CORPORATION LOC 426	1/10/2019	GENERAL	PMCHK00001464	\$5,995.78
72242	CIT004	REFUSE DEPARTMENT	1/10/2019	GENERAL	PMCHK00001464	\$237.05
72243	CIT023	CITY OF REDONDO BEACH	1/10/2019	GENERAL	PMCHK00001464	\$113.50
72244	COO005	TRISTAN COOPERSMITH	1/10/2019	GENERAL	PMCHK00001464	\$300.00
72245	CSI001	CSI SOFTWARE	1/10/2019	GENERAL	PMCHK00001464	\$4,727.00
72246	CSU004	CAREER DEVELOPMENT CENTER	1/10/2019	GENERAL	PMCHK00001464	\$450.00
72247	DEL001	DELL BUSINESS CREDIT	1/10/2019	GENERAL	PMCHK00001464	\$2,812.24
72248	DUM001	THE DUMBELL MAN FITNESS EQUIPM	1/10/2019	GENERAL	PMCHK00001464	\$762.00
72249	EAG003	EAGLE PROTECTION OF CALIFORNIA	1/10/2019	GENERAL	PMCHK00001464	\$129.07
72250	EAS001	EASY READER, INC	1/10/2019	GENERAL	PMCHK00001464	\$2,800.00
72251	ELE001	ELECTRIC CONSTRUCTION COMPANY	1/10/2019	GENERAL	PMCHK00001464	\$1,571.15
72252	FAR005	DAVISFARR LLP	1/10/2019	GENERAL	PMCHK00001464	\$1,440.00
72253	FAR007	AMY FARBER	1/10/2019	GENERAL	PMCHK00001464	\$65.99
72254	FUN001	FUN EXPRESS	1/10/2019	GENERAL	PMCHK00001464	\$454.95
72255	GAR001	GARDENA WELDING SUPPLY CO.	1/10/2019	GENERAL	PMCHK00001464	\$22.50
72256	GIE001	BLAKE GIESLER	1/10/2019	GENERAL	PMCHK00001464	\$673.20
72257	HAR013	BRIAN HARPER	1/10/2019	GENERAL	PMCHK00001464	\$307.50
72258	HER020	Hermosa Beach Kiwanis Foundati	1/10/2019	GENERAL	PMCHK00001464	\$2,500.00
72259	HOM001	HOME INSTEAD SENIOR CARE	1/10/2019	GENERAL	PMCHK00001464	\$6,444.75
72260	HOM004	HOMEWATCH CARE GIVERS	1/10/2019	GENERAL	PMCHK00001464	\$516.75
72261	KIM004	WILLIAM E. KIM, MD	1/10/2019	GENERAL	PMCHK00001464	\$3,500.00
72262	KIW002	KIWANIS CLUB OF REDONDO BEACH	1/10/2019	GENERAL	PMCHK00001464	\$4,750.00
72263	LIF004	AUNTIE ROXIE'S LIFE OF THE PAR	1/10/2019	GENERAL	PMCHK00001464	\$155.00
72264	LOY001	LOYOLA MARYMOUNT UNIVERSITY	1/10/2019	GENERAL	PMCHK00001464	\$225.00
72265	MCI001	MCI MEGA PREFERRED	1/10/2019	GENERAL	PMCHK00001464	\$82.28
72266	MIN004	MINUTEMAN PRESS REDONDO BEACH	1/10/2019	GENERAL	PMCHK00001464	\$98.55
72267	ODW001	ODWALLA, INC.	1/10/2019	GENERAL	PMCHK00001464	\$68.85
72268	OVE002	OVERCHARGE RECOVERY GROUP LLC	1/10/2019	GENERAL	PMCHK00001464	\$211.61
72269	PAO002	PAOLUCCI SALLING & MARTIN	1/10/2019	GENERAL	PMCHK00001464	\$400.00
72270	PIT001	PURCHASE POWER	1/10/2019	GENERAL	PMCHK00001464	\$1,005.00
72271	PIT002	PITNEY BOWES GLOBAL FINANCE SE	1/10/2019	GENERAL	PMCHK00001464	\$829.76
72272	PRI001	PRINCIPAL LIFE GROUP GRAND ISL	1/10/2019	GENERAL	PMCHK00001464	\$3,562.69
72273	PRO0013	PROVIDENCE HEALTH & SERVICES	1/10/2019	GENERAL	PMCHK00001464	\$229.00
72274	PRO009	PROSUM TECHNOLOGY SERVICES	1/10/2019	GENERAL	PMCHK00001464	\$1,290.00
72275	RNJ002	RNJ PRINTING, LLC	1/10/2019	GENERAL	PMCHK00001464	\$553.31
72276	SAH001	JOSEPH SAHILI	1/10/2019	GENERAL	PMCHK00001464	\$1,956.25
72277	SOU006	SOUTH BAY HOME HEALTH CARE	1/10/2019	GENERAL	PMCHK00001464	\$80.49
72278	SOU008	SOUTHERN CALIF EDISON	1/10/2019	GENERAL	PMCHK00001464	\$2,451.32

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
72279	SPA001	SPARKLETTS	1/10/2019	GENERAL	PMCHK00001464	\$65.48
72280	STA003	STAPLES BUSINESS ADVANTAGE	1/10/2019	GENERAL	PMCHK00001464	\$933.00
72281	STA011	DIANNE STASO, MS, RD	1/10/2019	GENERAL	PMCHK00001464	\$240.00
72282	SUP007	SUPERTOTS SPORTS ACADEMY	1/10/2019	GENERAL	PMCHK00001464	\$488.40
72283	TEL001	TPX Communications	1/10/2019	GENERAL	PMCHK00001464	\$3,703.63
72284	THR001	3V SIGNS & GRAPHICS	1/10/2019	GENERAL	PMCHK00001464	\$1,393.94
72285	TOR003	TORRANCE BAKERY	1/10/2019	GENERAL	PMCHK00001464	\$1,481.90
72286	USF001	US FOODS, INC	1/10/2019	GENERAL	PMCHK00001464	\$1,182.81
72287	VER005	VERIZON WIRELESS	1/10/2019	GENERAL	PMCHK00001464	\$1,003.55
72288	VER007	VERIFIED VOLUNTEERS	1/10/2019	GENERAL	PMCHK00001464	\$134.75
72289	VET001	NATIONWIDE	1/10/2019	GENERAL	PMCHK00001464	\$125.68
72290	VIS001	VISION SERVICE PLAN	1/10/2019	GENERAL	PMCHK00001464	\$606.72
72291	WES008	Westamerica Communications	1/10/2019	GENERAL	PMCHK00001464	\$9,004.10
72292	ADM001	ADMINISTRATIVE SERVICES CO-OP	1/16/2019	GENERAL	PMCHK00001465	\$142.57
72293	BET002	BETA HEALTHCARE GROUP	1/16/2019	GENERAL	PMCHK00001465	\$3,419.00
72294	BOA003	BOARD OF EQUALIZATION	1/16/2019	GENERAL	PMCHK00001465	\$1,836.16
72295	BRO008	JORDAN BROSKY	1/16/2019	GENERAL	PMCHK00001465	\$315.00
72296	CAL001	CALIFORNIA MARKING DEVICE	1/16/2019	GENERAL	PMCHK00001465	\$51.18
72297	CIN001	CINTAS CORPORATION LOC 426	1/16/2019	GENERAL	PMCHK00001465	\$2,456.80
72298	CIT016	CITY OF REDONDO BCH FILE 50671	1/16/2019	GENERAL	PMCHK00001465	\$25,124.25
72299	CLE002	CLEAR CHANNEL OUTDOOR	1/16/2019	GENERAL	PMCHK00001465	\$2,350.00
72300	DAI001	DAILY BREEZE/BEACH REPORTER	1/16/2019	GENERAL	PMCHK00001465	\$1,726.00
72301	DEP001	DEPARTMENT OF JUSTICE	1/16/2019	GENERAL	PMCHK00001465	\$32.00
72302	DUM001	THE DUMBELL MAN FITNESS EQUIPM	1/16/2019	GENERAL	PMCHK00001465	\$850.88
72303	EAS001	EASY READER, INC	1/16/2019	GENERAL	PMCHK00001465	\$1,400.00
72304	EAS005	EASTER SEALS REDONDO SNR PROGR	1/16/2019	GENERAL	PMCHK00001465	\$722.00
72305	GAR001	GARDENA WELDING SUPPLY CO.	1/16/2019	GENERAL	PMCHK00001465	\$205.86
72306	GAS001	THE GAS COMPANY	1/16/2019	GENERAL	PMCHK00001465	\$123.25
72307	GRA011	GRANICUS, LLC	1/16/2019	GENERAL	PMCHK00001465	\$4,773.70
72308	HAR013	BRIAN HARPER	1/16/2019	GENERAL	PMCHK00001465	\$540.00
72309	HEA010	HEALTHWAYS SC	1/16/2019	GENERAL	PMCHK00001465	\$31,293.25
72310	HOM005	123 HOME CARE SERVICES LOS ANG	1/16/2019	GENERAL	PMCHK00001465	\$1,486.50
72311	KIM004	WILLIAM E. KIM, MD	1/16/2019	GENERAL	PMCHK00001465	\$3,500.00
72312	LIN006	LINCOLN NATIONAL LIFE INSURANC	1/16/2019	GENERAL	PMCHK00001465	\$1,499.52
72313	LIN008	LINCO PICTURE FRAMING, INC.	1/16/2019	GENERAL	PMCHK00001465	\$65.70
72314	MCC005	ERIC WILLIAM MCCULLUM	1/16/2019	GENERAL	PMCHK00001465	\$375.00
72315	MED013	MEDIWASTE DISPOSAL, LLC	1/16/2019	GENERAL	PMCHK00001465	\$77.00
72316	MIN004	MINUTEMAN PRESS REDONDO BEACH	1/16/2019	GENERAL	PMCHK00001465	\$585.28
72317	ODW001	ODWALLA, INC.	1/16/2019	GENERAL	PMCHK00001465	\$87.75
72318	ORB001	ORBIT SATELLITE SERVICE	1/16/2019	GENERAL	PMCHK00001465	\$150.00
72319	PAO002	PAOLUCCI SALLING & MARTIN	1/16/2019	GENERAL	PMCHK00001465	\$6,000.00
72320	PRO0014	PROVIDENCE TRINITYCARE HOSPICE	1/16/2019	GENERAL	PMCHK00001465	\$10,200.00
72321	RAM002	RAMCO PEST CONTROL	1/16/2019	GENERAL	PMCHK00001465	\$115.00
72322	RED005	REDONDO BEACH POLICE DEPT	1/16/2019	GENERAL	PMCHK00001465	\$9,952.80
72323	RED006	Redondo Beach Unified School D	1/16/2019	GENERAL	PMCHK00001465	\$7,371.00
72324	RNJ002	RNJ PRINTING, LLC	1/16/2019	GENERAL	PMCHK00001465	\$235.28
72325	SAN010	SANTIAGO AULET & VANESA ANDRAD	1/16/2019	GENERAL	PMCHK00001465	\$3,420.00
72326	SMA001	SMART & FINAL FOOD SERVICE	1/16/2019	GENERAL	PMCHK00001465	\$36.72
72327	SOU040	SOUFL NUTRITION	1/16/2019	GENERAL	PMCHK00001465	\$250.00
72328	STA001	ST. ANDREWS PRESBYTERIAN	1/16/2019	GENERAL	PMCHK00001465	\$1,283.75
72329	STA011	DIANNE STASO, MS, RD	1/16/2019	GENERAL	PMCHK00001465	\$4,755.23
72330	SUJ002	SUJAN CREATIVE	1/16/2019	GENERAL	PMCHK00001465	\$750.00
72331	TEL001	TPX Communications	1/16/2019	GENERAL	PMCHK00001465	\$2,414.22
72332	TWE001	24 HR HOME CARE	1/16/2019	GENERAL	PMCHK00001465	\$3,629.75
72333	TWO003	2H CONSTRUCTION	1/16/2019	GENERAL	PMCHK00001465	\$1,020.00
72334	USF001	US FOODS, INC	1/16/2019	GENERAL	PMCHK00001465	\$1,473.23
72335	VMA002	VMA COMMUNICATIONS, INC	1/16/2019	GENERAL	PMCHK00001465	\$10,035.44
72336	WIT002	WITHEE MALCOLM ARCHITECTS, LLP	1/16/2019	GENERAL	PMCHK00001465	\$26,639.25
72337	ACA002	ACACIA FINANCIAL GROUP, INC.	1/24/2019	GENERAL	PMCHK00001466	\$9,957.50
72338	AND008	ANDERSEN COMMERCIAL PLUMBING,	1/24/2019	GENERAL	PMCHK00001466	\$592.75
72339	ART004	ART TO GROW ON CHILDREN'S ART	1/24/2019	GENERAL	PMCHK00001466	\$225.00
72340	BAL009	BEATE BALTES	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72341	BRA002	BRAND CENTRAL PROMOTIONS, INC	1/24/2019	GENERAL	PMCHK00001466	\$765.12
72342	BRO008	JORDAN BROSKY	1/24/2019	GENERAL	PMCHK00001466	\$270.00
72343	BRO009	EMI BROWN	1/24/2019	GENERAL	PMCHK00001466	\$15.29

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
72344	CAM003	DAVID CAMPBELL	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72345	CAR009	JUDY CARLSON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72346	CIN001	CINTAS CORPORATION LOC 426	1/24/2019	GENERAL	PMCHK00001466	\$3,808.54
72347	CLA010	KATHY CLARK	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72348	COD001	HELEN CODRON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72349	COO004	TRISTAN COOPERSMITH	1/24/2019	GENERAL	PMCHK00001466	\$1,150.00
72350	CUM002	CUMMING CONSTRUCTION MGMT, IN	1/24/2019	GENERAL	PMCHK00001466	\$7,437.50
72351	DAV005	DIANA DAVIS	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72352	DUM001	THE DUMBELL MAN FITNESS EQUIPM	1/24/2019	GENERAL	PMCHK00001466	\$777.00
72353	E&H001	E & H TROPHY ENGRAVING	1/24/2019	GENERAL	PMCHK00001466	\$215.44
72354	ELL002	JEAN ELLISON-SHANON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72355	FED001	FEDEX	1/24/2019	GENERAL	PMCHK00001466	\$39.44
72356	FUN001	FUN EXPRESS	1/24/2019	GENERAL	PMCHK00001466	\$432.06
72357	HAC002	TERESA HACKETT	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72358	HAR013	BRIAN HARPER	1/24/2019	GENERAL	PMCHK00001466	\$390.00
72359	HOM004	HOMEWATCH CARE GIVERS	1/24/2019	GENERAL	PMCHK00001466	\$225.00
72360	HOM005	123 HOME CARE SERVICES LOS ANG	1/24/2019	GENERAL	PMCHK00001466	\$2,080.00
72361	HUL002	TOM HULME	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72362	KON003	KONE INC.	1/24/2019	GENERAL	PMCHK00001466	\$1,205.85
72363	KRA003	EUNICE KRAMER	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72364	LEO004	JACQUELINE LEON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72365	MIN004	MINUTEMAN PRESS REDONDO BEACH	1/24/2019	GENERAL	PMCHK00001466	\$1,307.79
72366	MOR011	RUBY MORIMOTO	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72367	OLE002	ALLIE O'LEARY	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72368	ORL001	KATHERINE ORLIN	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72369	PEN003	PENINSULA PEOPLE, INC.	1/24/2019	GENERAL	PMCHK00001466	\$1,400.00
72370	PFM001	PFM ASSET MANAGEMENT LLC	1/24/2019	GENERAL	PMCHK00001466	\$1,946.39
72371	PHI003	LIFELINE SYSTEMS COMPANY	1/24/2019	GENERAL	PMCHK00001466	\$1,677.00
72372	POD002	DELIA PODCZERVIENSKY	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72373	POT003	PATRICIA POTTER	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72374	PRO0013	PROVIDENCE HEALTH & SERVICES	1/24/2019	GENERAL	PMCHK00001466	\$194.00
72375	PRO009	PROSUM TECHNOLOGY SERVICES	1/24/2019	GENERAL	PMCHK00001466	\$14,446.15
72376	RED023	REDONDO SUNSET YOUTH BASEBALL	1/24/2019	GENERAL	PMCHK00001466	\$600.00
72377	RNJ002	RNJ PRINTING, LLC	1/24/2019	GENERAL	PMCHK00001466	\$98.55
72378	ROB005	GLORIA ROBINSON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72379	SAN014	LYNNE SANDS	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72380	SAN015	ALAN SANDS	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72381	SEN002	PAUL SENIOR	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72382	SHE008	ANDY SHELBY	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72383	SIM006	JOHN SIMPSON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72384	SIS003	DIANNE SISSON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72385	SIS004	COLLEEN SISSON	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72386	SOP001	JUDY SOPER	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72387	SOU006	SOUTH BAY HOME HEALTH CARE	1/24/2019	GENERAL	PMCHK00001466	\$2,086.01
72388	SOU042	SOUTH BAY CITIES COUNCIL OF GO	1/24/2019	GENERAL	PMCHK00001466	\$2,500.00
72389	SPA001	SPARKLETTS	1/24/2019	GENERAL	PMCHK00001466	\$103.23
72390	STA003	STAPLES BUSINESS ADVANTAGE	1/24/2019	GENERAL	PMCHK00001466	\$815.73
72391	STA011	DIANNE STASO, MS, RD	1/24/2019	GENERAL	PMCHK00001466	\$105.00
72392	SWE003	KEELY SWEENEY	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72393	TEL001	TPX Communications	1/24/2019	GENERAL	PMCHK00001466	\$1,296.71
72394	TUR002	MELINDA TURKOLU	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72395	TWE001	24 HR HOME CARE	1/24/2019	GENERAL	PMCHK00001466	\$7,072.25
72396	USF001	US FOODS, INC	1/24/2019	GENERAL	PMCHK00001466	\$77.74
72397	VER005	VERIZON WIRELESS	1/24/2019	GENERAL	PMCHK00001466	\$1,004.45
72398	VER008	SALLY VERDUGT	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72399	WAL009	SHARON WALSH	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72400	WON003	STACY WONG	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72401	YAM002	HARRY YAMADA	1/24/2019	GENERAL	PMCHK00001466	\$15.29
72402	002091	LYDIA CHAMPAGNE	1/31/2019	GENERAL	PMCHK00001467	\$233.87
72403	002107	EUNICE CALING	1/31/2019	GENERAL	PMCHK00001467	\$149.22
72404	ADP001	ADP SCREENING & SELECTION SERV	1/31/2019	GENERAL	PMCHK00001467	\$28.54
72405	ALW002	ALWAYS BEST CARE - SOUTH BAY	1/31/2019	GENERAL	PMCHK00001467	\$1,985.00
72406	AND008	ANDERSEN COMMERCIAL PLUMBING,	1/31/2019	GENERAL	PMCHK00001467	\$1,836.00
72407	ASC002	JACQUELINE ASCENZI	1/31/2019	GENERAL	PMCHK00001467	\$500.00
72408	BAR013	CHARLOTTE BARNETT	1/31/2019	GENERAL	PMCHK00001467	\$500.00

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
72409	BOH002	MARY PAOLA BOHORQUEZ LARA	1/31/2019	GENERAL	PMCHK00001467	\$500.00
72410	BRO008	JORDAN BROSKY	1/31/2019	GENERAL	PMCHK00001467	\$277.50
72411	CIN001	CINTAS CORPORATION LOC 426	1/31/2019	GENERAL	PMCHK00001467	\$1,328.72
72412	CUS001	CUSTOM VIDEO PRODUCTIONS	1/31/2019	GENERAL	PMCHK00001467	\$469.32
72413	DUM001	THE DUMBELL MAN FITNESS EQUIPM	1/31/2019	GENERAL	PMCHK00001467	\$762.00
72414	EAS001	EASY READER, INC	1/31/2019	GENERAL	PMCHK00001467	\$1,400.00
72415	EAS005	EASTER SEALS REDONDO SNR PROGR	1/31/2019	GENERAL	PMCHK00001467	\$943.71
72416	ELE001	ELECTRIC CONSTRUCTION COMPANY	1/31/2019	GENERAL	PMCHK00001467	\$536.00
72417	GAR001	GARDENA WELDING SUPPLY CO.	1/31/2019	GENERAL	PMCHK00001467	\$205.86
72418	HAR013	BRIAN HARPER	1/31/2019	GENERAL	PMCHK00001467	\$435.00
72419	HOG001	NICHOLAS E. HOGAN	1/31/2019	GENERAL	PMCHK00001467	\$120.00
72420	HOM004	HOMEWATCH CARE GIVERS	1/31/2019	GENERAL	PMCHK00001467	\$303.00
72421	HOM005	123 HOME CARE SERVICES LOS ANG	1/31/2019	GENERAL	PMCHK00001467	\$616.00
72422	LIF004	AUNTIE ROXIE'S LIFE OF THE PAR	1/31/2019	GENERAL	PMCHK00001467	\$155.00
72423	LIN006	LINCOLN NATIONAL LIFE INSURANC	1/31/2019	GENERAL	PMCHK00001467	\$1,224.09
72424	LSA002	LSA ASSOCIATES, INC.	1/31/2019	GENERAL	PMCHK00001467	\$715.00
72425	MIN004	MINUTEMAN PRESS REDONDO BEACH	1/31/2019	GENERAL	PMCHK00001467	\$1,632.65
72426	ODW001	ODWALLA, INC.	1/31/2019	GENERAL	PMCHK00001467	\$37.85
72427	PRI001	PRINCIPAL LIFE GROUP GRAND ISL	1/31/2019	GENERAL	PMCHK00001467	\$3,628.60
72428	PRO009	PROSUM TECHNOLOGY SERVICES	1/31/2019	GENERAL	PMCHK00001467	\$637.50
72429	QUI006	QUINTANA, WATTS & HARTMANN LLC	1/31/2019	GENERAL	PMCHK00001467	\$7,000.00
72430	RED004	REDONDO BEACH FIRE DEPT	1/31/2019	GENERAL	PMCHK00001467	\$26,509.01
72431	SOU006	SOUTH BAY HOME HEALTH CARE	1/31/2019	GENERAL	PMCHK00001467	\$2,373.34
72432	STA003	STAPLES BUSINESS ADVANTAGE	1/31/2019	GENERAL	PMCHK00001467	\$1,168.23
72433	STA011	DIANNE STASO, MS, RD	1/31/2019	GENERAL	PMCHK00001467	\$309.67
72434	VET002	VETSOURCE, INC.	1/31/2019	GENERAL	PMCHK00001467	\$3,500.00
72435	WES008	Westamerica Communications	1/31/2019	GENERAL	PMCHK00001467	\$6,428.29

Total Checks: 215

Total Amount of Checks: \$492,365.17



Consolidated Summary Statement

BEACH CITIES HEALTH DISTRICT

Portfolio Summary

Portfolio Holdings	Cash Dividends and Income	Closing Market Value
PFM Managed Account	(4,459.44)	25,360,821.18
State Pool	0.00	376,652.63
<b>Total</b>	<b>(\$4,459.44)</b>	<b>\$25,737,473.81</b>

Investment Allocation

Investment Type	Closing Market Value	Percent
Asset-Backed Security / Collateralized Mortgage C	1,647,699.87	6.40
Certificate of Deposit	2,943,988.63	11.44
Corporate Note	5,854,168.07	22.75
Federal Agency Collateralized Mortgage Obligatio	278,456.59	1.08
Federal Agency Bond / Note	955,098.70	3.71
Money Market Mutual Fund	978,547.27	3.80
Municipal Bond / Note	257,345.40	1.00
Supra-National Agency Bond / Note	1,689,189.00	6.56
U.S. Treasury Bond / Note	10,756,327.65	41.80
State Pool	376,652.63	1.46

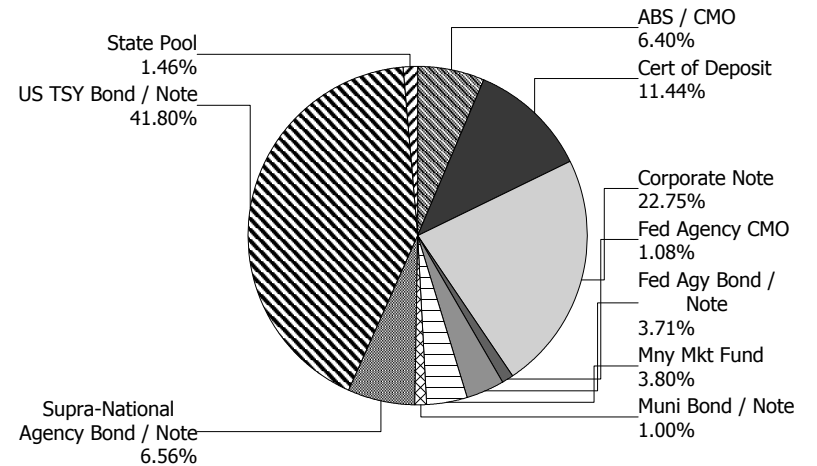
**Total** **\$25,737,473.81** **100.00%**

Maturity Distribution (Fixed Income Holdings)

Portfolio Holdings	Closing Market Value	Percent
Under 30 days	1,355,199.90	5.27
31 to 60 days	0.00	0.00
61 to 90 days	0.00	0.00
91 to 180 days	0.00	0.00
181 days to 1 year	2,230,146.48	8.66
1 to 2 years	3,994,461.71	15.52
2 to 3 years	7,350,853.35	28.56
3 to 4 years	10,806,812.37	41.99
4 to 5 years	0.00	0.00
Over 5 years	0.00	0.00
<b>Total</b>	<b>\$25,737,473.81</b>	<b>100.00%</b>

Weighted Average Days to Maturity 925

Sector Allocation





**Account Statement**

For the Month Ending **January 31, 2019**

Beach Cities Health District - Beach Cities Health District - 4008-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>976,372.71</b>
01/31/19	02/01/19	Accrual Income Div Reinvestment - Distributions	1.00	2,174.56	978,547.27
<b>Closing Balance</b>					<b>978,547.27</b>

	Month of January	Fiscal YTD January-January
<b>Opening Balance</b>	976,372.71	976,372.71
<b>Purchases</b>	2,174.56	2,174.56
<b>Redemptions (Excl. Checks)</b>	0.00	0.00
<b>Check Disbursements</b>	0.00	0.00
<b>Closing Balance</b>	<b>978,547.27</b>	<b>978,547.27</b>
<b>Cash Dividends and Income</b>	2,174.56	2,174.56

<b>Closing Balance</b>	978,547.27
<b>Average Monthly Balance</b>	976,442.86
<b>Monthly Distribution Yield</b>	2.62%



## Managed Account Summary Statement

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

### Transaction Summary - Managed Account

<b>Opening Market Value</b>	<b>\$25,982,605.94</b>
Maturities/Calls	(992,929.30)
Principal Dispositions	(3,256,816.41)
Principal Acquisitions	4,583,559.33
Unsettled Trades	(1,038,146.48)
Change in Current Value	82,548.10
<b>Closing Market Value</b>	<b>\$25,360,821.18</b>

### Cash Transactions Summary - Managed Account

Maturities/Calls	502,376.62
Sale Proceeds	3,280,882.71
Coupon/Interest/Dividend Income	49,746.98
Principal Payments	490,552.68
Security Purchases	(4,587,644.97)
Net Cash Contribution	0.00
Reconciling Transactions	0.00

### Earnings Reconciliation (Cash Basis) - Managed Account

Interest/Dividends/Coupons Received	73,813.28
Less Purchased Interest Related to Interest/Coupons	(4,085.64)
Plus Net Realized Gains/Losses	(74,187.08)
<b>Total Cash Basis Earnings</b>	<b>(\$4,459.44)</b>

### Cash Balance

**Closing Cash Balance** **\$14,540.36**

### Earnings Reconciliation (Accrual Basis)

	<b>Total</b>
Ending Amortized Value of Securities	25,476,551.19
Ending Accrued Interest	120,281.36
Plus Proceeds from Sales	4,321,001.57
Plus Proceeds of Maturities/Calls/Principal Payments	992,929.30
Plus Coupons/Dividends Received	47,572.42
Less Cost of New Purchases	(4,587,644.97)
Less Beginning Amortized Value of Securities	(26,223,486.06)
Less Beginning Accrued Interest	(143,737.41)
Dividends	2,174.56
<b>Total Accrual Basis Earnings</b>	<b>\$5,641.96</b>



## Portfolio Summary and Statistics

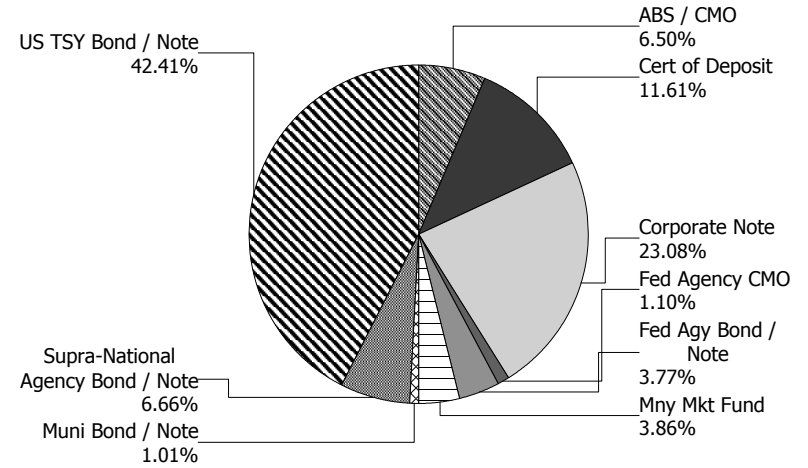
For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

### Account Summary

Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	10,925,000.00	10,756,327.65	42.41
Supra-National Agency Bond / Note	1,700,000.00	1,689,189.00	6.66
Municipal Bond / Note	260,000.00	257,345.40	1.01
Federal Agency Collateralized Mortgage Obligation	276,058.35	278,456.59	1.10
Federal Agency Bond / Note	985,000.00	955,098.70	3.77
Corporate Note	5,900,000.00	5,854,168.07	23.08
Certificate of Deposit	2,950,000.00	2,943,988.63	11.61
Asset-Backed Security / Collateralized Mortgage Obligation	1,656,955.17	1,647,699.87	6.50
<b>Managed Account Sub-Total</b>	<b>24,653,013.52</b>	<b>24,382,273.91</b>	<b>96.14%</b>
Accrued Interest		120,281.36	
<b>Total Portfolio</b>	<b>24,653,013.52</b>	<b>24,502,555.27</b>	
CAMP Pool	978,547.27	978,547.27	3.86
<b>Total Investments</b>	<b>25,631,560.79</b>	<b>25,481,102.54</b>	<b>100.00%</b>

### Sector Allocation



**Unsettled Trades** **0.00** **0.00**



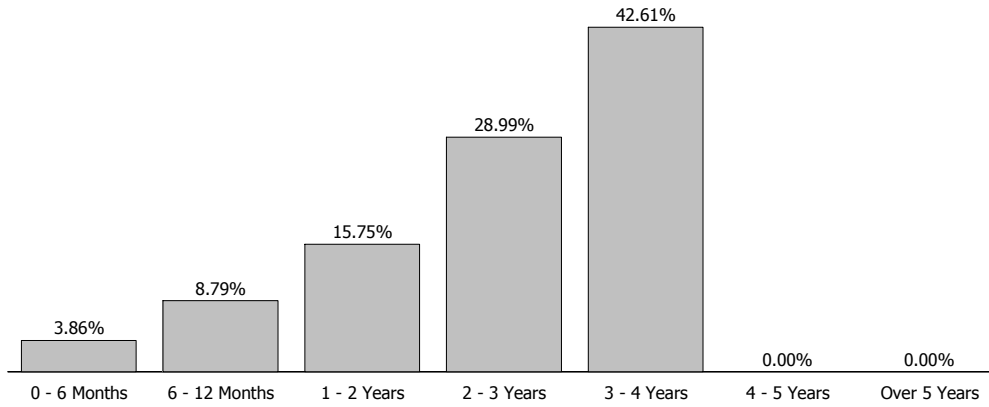


## Portfolio Summary and Statistics

For the Month Ending **January 31, 2019**

BCHD GENERAL FUND - 08501000

### Maturity Distribution



### Characteristics

Yield to Maturity at Cost	2.33%
Yield to Maturity at Market	2.62%
Duration to Worst	2.48
Weighted Average Days to Maturity	976



## Managed Account Issuer Summary

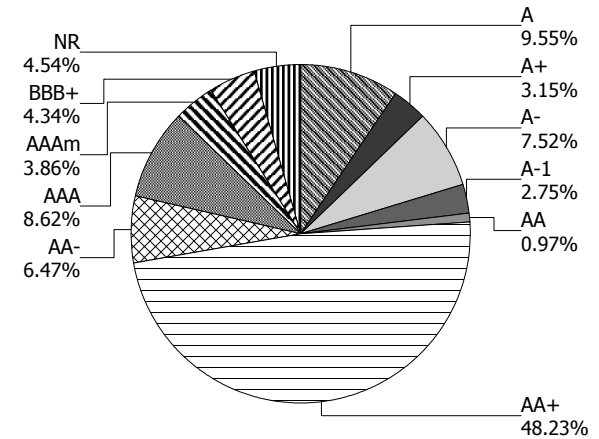
For the Month Ending **January 31, 2019**

BCHD GENERAL FUND - 08501000

### Issuer Summary

Issuer	Market Value of Holdings	Percent
ALLY AUTO RECEIVABLES TRUST	563,375.54	2.22
AMERICAN EXPRESS CO	326,701.14	1.29
APPLE INC	244,547.00	0.96
BANK OF AMERICA CO	250,854.80	0.99
BANK OF MONTREAL	426,158.55	1.68
BB&T CORPORATION	186,617.16	0.74
CAMP Pool	978,547.27	3.86
CATERPILLAR INC	251,335.50	0.99
CHARLES SCHWAB	161,154.88	0.64
CITIGROUP INC	497,359.48	1.96
CREDIT SUISSE GROUP	250,114.25	0.99
DEERE & COMPANY	242,359.00	0.96
FANNIE MAE	608,426.71	2.40
FEDERAL HOME LOAN BANKS	494,197.65	1.95
FORD CREDIT AUTO OWNER TRUST	314,016.31	1.24
FREDDIE MAC	130,930.93	0.52
GENERAL ELECTRIC CO	357,356.30	1.41
GOLDMAN SACHS GROUP INC	247,198.25	0.97
HERSHEY COMPANY	100,435.70	0.40
HOME DEPOT INC	98,761.60	0.39
HONDA AUTO RECEIVABLES	102,427.10	0.40
HYUNDAI AUTO RECEIVABLES	109,552.75	0.43
IBM CORP	240,518.00	0.95
INTER-AMERICAN DEVELOPMENT BANK	645,987.00	2.55
INTL BANK OF RECONSTRUCTION AND DEV	1,043,202.00	4.11
JP MORGAN CHASE & CO	472,001.33	1.86
MITSUBISHI UFJ FINANCIAL GROUP INC	248,710.50	0.98
MORGAN STANLEY	246,794.76	0.97
NATIONAL RURAL UTILITIES CO FINANCE CORP	249,659.75	0.98
NISSAN AUTO RECEIVABLES	56,454.00	0.22
PACCAR FINANCIAL CORP	123,214.13	0.49
ROYAL BANK OF CANADA	427,929.53	1.69

### Credit Quality (S&P Ratings)





### Managed Account Issuer Summary

For the Month Ending **January 31, 2019**

BCHD GENERAL FUND - 08501000

<b>Issuer</b>	<b>Market Value of Holdings</b>	<b>Percent</b>
SKANDINAVISKA ENSKILDA BANKEN AB	448,242.75	1.77
STATE OF CONNECTICUT	257,345.40	1.01
STATE STREET CORPORATION	68,397.91	0.27
SUMITOMO MITSUI FINANCIAL GROUP INC	252,865.25	1.00
SWEDBANK AB	493,543.00	1.95
THE BANK OF NEW YORK MELLON CORPORATION	247,962.00	0.98
TOYOTA MOTOR CORP	575,552.62	2.27
UNILEVER PLC	249,311.25	0.98
UNITED STATES TREASURY	10,756,327.65	42.41
US BANCORP	249,071.25	0.98
WAL-MART STORES INC	246,776.50	0.97
WELLS FARGO & COMPANY	422,101.93	1.66
WESTPAC BANKING CORP	396,424.80	1.56
<b>Total</b>	<b>\$25,360,821.18</b>	<b>100.00%</b>



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	125,000.00	AA+	Aaa	03/15/17	03/17/17	121,752.92	2.02	297.48	123,170.74	121,938.50
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,150,000.00	AA+	Aaa	07/06/17	07/11/17	1,156,962.89	1.85	9,784.53	1,154,399.84	1,136,972.80
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	550,000.00	AA+	Aaa	10/05/17	10/10/17	537,259.77	1.85	1,766.23	541,285.37	532,576.00
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	500,000.00	AA+	Aaa	01/03/18	01/04/18	493,652.34	2.18	2,408.49	495,185.31	491,250.00
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	550,000.00	AA+	Aaa	05/03/18	05/07/18	532,425.78	2.73	2,649.34	535,546.41	540,375.00
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	900,000.00	AA+	Aaa	12/04/17	12/06/17	890,648.44	2.12	4,335.29	893,031.18	884,250.00
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	1,500,000.00	AA+	Aaa	07/03/18	07/06/18	1,455,703.13	2.69	7,225.48	1,462,114.68	1,473,750.00
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	550,000.00	AA+	Aaa	09/05/18	09/07/18	526,925.78	2.76	4,128.74	529,158.80	534,982.25
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	450,000.00	AA+	Aaa	11/02/18	11/06/18	434,654.30	3.00	845.30	435,492.55	444,726.45
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,100,000.00	AA+	Aaa	01/30/19	01/31/19	1,082,554.69	2.55	2,066.30	1,082,566.52	1,087,109.10
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	3,550,000.00	AA+	Aaa	01/07/19	01/10/19	3,498,830.08	2.51	6,668.51	3,499,580.59	3,508,397.55
<b>Security Type Sub-Total</b>		<b>10,925,000.00</b>					<b>10,731,370.12</b>	<b>2.43</b>	<b>42,175.69</b>	<b>10,751,531.99</b>	<b>10,756,327.65</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	550,000.00	AAA	Aaa	09/12/17	09/19/17	548,680.00	1.64	3,314.96	549,277.07	540,732.50



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Supra-National Agency Bond / Note</b>											
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	500,000.00	AAA	Aaa	10/02/17	10/10/17	504,634.55	1.81	2,420.14	502,698.73	495,880.50
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	150,000.00	AAA	Aaa	04/12/18	04/19/18	149,670.00	2.70	1,115.63	149,753.71	150,106.50
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	500,000.00	AAA	Aaa	07/18/18	07/25/18	498,830.00	2.83	305.56	499,024.53	502,469.50
<b>Security Type Sub-Total</b>		<b>1,700,000.00</b>					<b>1,701,814.55</b>	<b>2.14</b>	<b>7,156.29</b>	<b>1,700,754.04</b>	<b>1,689,189.00</b>
<b>Municipal Bond / Note</b>											
CT ST TXBL GO BONDS DTD 08/17/2016 1.300% 08/15/2019	20772J3D2	260,000.00	A	A1	08/03/16	08/17/16	260,561.60	1.23	1,558.56	260,102.56	257,345.40
<b>Security Type Sub-Total</b>		<b>260,000.00</b>					<b>260,561.60</b>	<b>1.23</b>	<b>1,558.56</b>	<b>260,102.56</b>	<b>257,345.40</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AOD00	14,700.84	AA+	Aaa	10/07/15	10/30/15	14,848.05	1.08	20.16	14,707.27	14,628.96
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	131,357.51	AA+	Aaa	04/11/18	04/30/18	133,970.33	2.27	389.69	133,404.70	132,896.70
FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	130,000.00	AA+	Aaa	04/04/18	04/09/18	131,107.03	2.61	334.75	130,869.61	130,930.93
<b>Security Type Sub-Total</b>		<b>276,058.35</b>					<b>279,925.41</b>	<b>2.37</b>	<b>744.60</b>	<b>278,981.58</b>	<b>278,456.59</b>
<b>Federal Agency Bond / Note</b>											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	510,000.00	AA+	Aaa	07/14/16	07/15/16	506,898.69	1.25	270.94	508,453.75	494,197.65
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	115,000.00	AA+	Aaa	08/17/16	08/19/16	114,606.59	1.32	654.86	114,796.34	111,586.57



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Federal Agency Bond / Note</b>											
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	360,000.00	AA+	Aaa	08/17/16	08/19/16	358,542.00	1.33	2,050.00	359,245.12	349,314.48
<b>Security Type Sub-Total</b>		<b>985,000.00</b>					<b>980,047.28</b>	<b>1.29</b>	<b>2,975.80</b>	<b>982,495.21</b>	<b>955,098.70</b>
<b>Corporate Note</b>											
GENERAL ELECTRIC CAP CORP NOTES DTD 01/08/2010 5.500% 01/08/2020	36962G4J0	350,000.00	BBB+	Baa1	03/20/15	03/25/15	404,715.50	2.05	1,229.86	361,125.76	357,356.30
JPMORGAN CHASE & CO (CALLABLE) DTD 01/23/2015 2.250% 01/23/2020	46625HKA7	475,000.00	A-	A2	10/01/15	10/06/15	471,580.00	2.43	237.50	474,192.32	472,001.33
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	125,000.00	A-	A2	03/24/15	03/27/15	125,480.00	2.07	7.47	125,103.10	124,147.63
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	300,000.00	A-	A2	02/02/15	02/05/15	302,097.00	2.00	17.92	300,436.24	297,954.30
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	180,000.00	A-	A2	02/28/17	03/03/17	179,812.80	2.24	1,628.00	179,930.63	178,841.34
TOYOTA MOTOR CORP NOTES DTD 03/12/2015 2.150% 03/12/2020	89236TCF0	125,000.00	AA-	Aa3	03/23/15	03/27/15	126,110.00	1.96	1,037.67	125,258.82	124,182.38
TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	200,000.00	AA-	Aa3	04/11/17	04/17/17	199,908.00	1.97	1,126.67	199,962.23	198,424.80
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	100,000.00	A	A2	05/24/17	06/05/17	99,942.00	1.82	280.00	99,973.63	98,761.60
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	125,000.00	A+	A1	11/06/17	11/13/17	124,988.75	2.05	555.21	124,993.23	123,214.13
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	250,000.00	AA	Aa2	10/11/17	10/20/17	249,637.50	1.95	606.94	249,780.66	246,776.50
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	65,000.00	A-	A2	10/23/17	10/26/17	64,970.10	2.17	698.75	64,980.85	63,991.66



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Corporate Note</b>											
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	100,000.00	A	A2	02/21/18	02/26/18	99,889.00	2.94	1,095.56	99,921.12	99,863.90
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	150,000.00	A	A2	04/12/18	04/19/18	149,365.50	3.05	1,643.33	149,533.11	149,795.85
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	250,000.00	A+	A1	03/19/18	03/22/18	248,722.50	2.93	2,463.54	249,077.01	249,311.25
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	250,000.00	A	A1	05/16/16	05/19/16	255,745.00	2.00	1,840.28	252,597.83	247,962.00
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	75,000.00	A-	A3	11/01/17	11/03/17	75,582.00	2.39	557.81	75,378.38	74,457.60
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	125,000.00	BBB+	A3	05/05/16	05/10/16	125,800.00	2.36	868.06	125,371.15	123,397.38
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	125,000.00	BBB+	A3	11/01/17	11/03/17	125,405.00	2.40	868.06	125,263.75	123,397.38
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.625% 04/25/2021	38141GVU5	250,000.00	BBB+	A3	11/01/17	11/03/17	251,320.00	2.47	1,750.00	250,850.01	247,198.25
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	150,000.00	A-	A2	05/05/16	05/10/16	150,820.50	2.13	806.25	150,375.44	147,859.80
BRANCH BANKING & TRUST (CALLABLE) NOTE DTD 05/10/2016 2.050% 05/10/2021	05531FAV5	125,000.00	A-	A2	05/10/16	05/16/16	124,917.50	2.06	576.56	124,961.40	122,625.50
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	100,000.00	A	A1	05/03/18	05/10/18	99,931.00	3.12	654.44	99,946.79	100,435.70
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	70,000.00	A	A1	05/19/16	05/24/16	69,735.40	2.03	273.00	69,874.71	68,397.91
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	160,000.00	A	A2	05/17/18	05/22/18	159,995.20	3.25	1,011.11	159,996.18	161,154.88



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Corporate Note</b>											
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	1491302N8	250,000.00	A	A3	09/04/18	09/07/18	249,807.50	3.18	3,150.00	249,832.17	251,335.50
CITIGROUP INC CORP (CALLABLE) NOTE DTD 12/08/2016 2.900% 12/08/2021	172967LC3	250,000.00	BBB+	Baa1	11/01/17	11/03/17	252,975.00	2.59	1,067.36	252,088.29	248,430.75
BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	175,000.00	A-	A3	05/14/18	05/17/18	175,000.00	3.50	1,258.67	175,000.00	176,397.20
US BANK NA CINCINNATI (CALLABLE) NOTE DTD 07/23/2012 2.950% 07/15/2022	91159JAA4	250,000.00	A-	A1	09/13/17	09/15/17	256,442.50	2.38	327.78	254,651.54	249,071.25
IBM CREDIT CORP NOTE DTD 09/08/2017 2.200% 09/08/2022	44932HAC7	250,000.00	A	A1	09/11/17	09/13/17	249,342.50	2.26	2,184.72	249,517.97	240,518.00
JOHN DEERE CAPITAL CORP NOTE DTD 09/08/2017 2.150% 09/08/2022	24422ETV1	250,000.00	A	A2	09/13/17	09/15/17	248,232.50	2.30	2,135.07	248,702.05	242,359.00
APPLE INC CORP (CALLABLE) NOTES DTD 09/12/2017 2.100% 09/12/2022	037833DC1	250,000.00	AA+	Aa1	09/12/17	09/14/17	248,565.00	2.22	2,027.08	248,946.21	244,547.00
<b>Security Type Sub-Total</b>		<b>5,900,000.00</b>					<b>5,966,835.25</b>	<b>2.39</b>	<b>33,984.67</b>	<b>5,917,622.58</b>	<b>5,854,168.07</b>
<b>Certificate of Deposit</b>											
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	450,000.00	A-1	P-1	08/03/17	08/04/17	449,824.50	1.85	4,209.00	449,956.13	448,242.75
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	250,000.00	A-1	P-1	09/25/17	09/27/17	250,000.00	2.07	1,854.38	250,000.00	248,710.50
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	250,000.00	A	A1	02/07/18	02/08/18	250,000.00	2.67	6,545.21	250,000.00	250,114.25
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	400,000.00	AA-	Aa3	08/03/17	08/07/17	400,000.00	2.05	3,963.33	400,000.00	396,424.80
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	425,000.00	A+	Aa2	08/01/18	08/03/18	425,000.00	3.23	6,854.07	425,000.00	426,158.55





**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Certificate of Deposit</b>												
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020		86565BPC9	250,000.00	A	A1	10/16/18	10/18/18	249,660.00	3.46	2,424.79	249,707.35	252,865.25
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020		87019U6D6	500,000.00	AA-	Aa2	11/16/17	11/17/17	500,000.00	2.30	2,427.64	500,000.00	493,543.00
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021		78012UEE1	425,000.00	AA-	Aa2	06/07/18	06/08/18	425,000.00	3.24	2,065.50	425,000.00	427,929.53
<b>Security Type Sub-Total</b>			<b>2,950,000.00</b>					<b>2,949,484.50</b>	<b>2.58</b>	<b>30,343.92</b>	<b>2,949,663.48</b>	<b>2,943,988.63</b>
<b>Asset-Backed Security / Collateralized Mortgage Obligation</b>												
HONDA ABS 2016-1 A3 DTD 02/25/2016 1.220% 12/18/2019		43814NAC9	9,774.65	AAA	NR	02/16/16	02/25/16	9,773.26	1.23	4.31	9,774.39	9,759.31
TOYOTA ABS 2016-A A3 DTD 03/02/2016 1.250% 03/15/2020		89237KAD5	25,802.14	AAA	Aaa	02/23/16	03/02/16	25,800.68	1.25	14.33	25,801.80	25,739.73
HONDA ABS 2016-2 A3 DTD 05/31/2016 1.390% 04/15/2020		43814OAC2	18,530.94	NR	Aaa	05/24/16	05/31/16	18,530.58	1.39	11.45	18,530.85	18,471.29
FORD ABS 2016-A A3 DTD 01/26/2016 1.390% 07/15/2020		34531PAD3	15,839.83	AAA	NR	01/20/16	01/26/16	15,839.49	1.39	9.79	15,839.74	15,807.08
ALLY ABS 2016-3 A3 DTD 05/31/2016 1.440% 08/15/2020		02007LAC6	17,507.82	AAA	Aaa	05/24/16	05/31/16	17,506.13	1.44	11.21	17,507.26	17,457.50
HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020		44930UAD8	16,888.02	AAA	Aaa	03/22/16	03/30/16	16,884.74	1.57	11.71	16,887.00	16,835.47
FORD ABS 2016-B A3 DTD 04/26/2016 1.330% 10/15/2020		34532EAD7	17,847.91	AAA	NR	04/19/16	04/26/16	17,846.22	1.33	10.55	17,847.51	17,777.04
NISSAN ABS 2016-B A3 DTD 04/27/2016 1.320% 01/15/2021		65478VAD9	23,934.62	NR	Aaa	04/18/16	04/27/16	23,930.90	1.33	14.04	23,933.30	23,790.97
NISSAN ABS 2016-C A3 DTD 08/10/2016 1.180% 01/15/2021		65478WAD7	32,931.78	NR	Aaa	08/02/16	08/10/16	32,928.62	1.18	17.27	32,930.58	32,663.03
TOYOTA ABS 2017-A A3 DTD 03/15/2017 1.730% 02/15/2021		89238MAD0	103,703.55	AAA	Aaa	03/07/17	03/15/17	103,691.34	1.74	79.74	103,697.04	103,111.30



**Managed Account Detail of Securities Held**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>S&amp;P Rating</b>	<b>Moody's Rating</b>	<b>Trade Date</b>	<b>Settle Date</b>	<b>Original Cost</b>	<b>YTM at Cost</b>	<b>Accrued Interest</b>	<b>Amortized Cost</b>	<b>Market Value</b>
<b>Asset-Backed Security / Collateralized Mortgage Obligation</b>											
HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	93,471.52	AAA	Aaa	09/14/16	09/21/16	93,458.93	1.30	53.59	93,466.07	92,717.28
ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	70,950.21	NR	Aaa	01/24/17	01/31/17	70,944.00	1.70	53.61	70,947.00	70,513.97
FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	282,559.10	NR	Aaa	01/18/17	01/25/17	282,558.06	1.67	209.72	282,558.63	280,432.19
ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	292,213.08	NR	Aaa	03/21/17	03/29/17	292,178.63	1.79	231.17	292,193.85	290,278.57
HAROT 2017-3 A3 DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	75,000.00	AAA	NR	09/25/17	09/29/17	74,991.88	1.94	48.48	74,994.51	74,196.50
TAOT 2018-A A3 DTD 01/31/2018 2.350% 05/16/2022	89238BAD4	125,000.00	AAA	Aaa	01/23/18	01/31/18	124,998.56	2.35	130.56	124,998.94	124,094.41
ALLYA 2018-2 A3 DTD 04/30/2018 2.920% 11/15/2022	02004VAC7	185,000.00	NR	Aaa	04/24/18	04/30/18	184,966.40	2.93	240.09	184,971.64	185,125.50
CCGIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	250,000.00	NR	Aaa	01/25/18	01/31/18	249,965.40	2.54	190.21	249,972.37	248,928.73
<b>Security Type Sub-Total</b>		<b>1,656,955.17</b>					<b>1,656,793.82</b>	<b>1.97</b>	<b>1,341.83</b>	<b>1,656,852.48</b>	<b>1,647,699.87</b>
<b>Managed Account Sub-Total</b>		<b>24,653,013.52</b>					<b>24,526,832.53</b>	<b>2.33</b>	<b>120,281.36</b>	<b>24,498,003.92</b>	<b>24,382,273.91</b>
<b>Money Market Mutual Fund</b>											
CAMP Pool		978,547.27	AAA	NR			978,547.27		0.00	978,547.27	978,547.27
<b>Money Market Sub-Total</b>		<b>978,547.27</b>					<b>978,547.27</b>		<b>0.00</b>	<b>978,547.27</b>	<b>978,547.27</b>
<b>Securities Sub-Total</b>		<b>\$25,631,560.79</b>					<b>\$25,505,379.80</b>	<b>2.33%</b>	<b>\$120,281.36</b>	<b>\$25,476,551.19</b>	<b>\$25,360,821.18</b>
<b>Accrued Interest</b>											<b>\$120,281.36</b>
<b>Total Investments</b>											<b>\$25,481,102.54</b>



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	125,000.00	MORGAN_S		97.55	121,938.50	185.58	(1,232.24)	2.27	2.27	2.46
US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,150,000.00	MORGAN_S		98.87	1,136,972.80	(19,990.09)	(17,427.04)	2.47	2.47	2.46
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	550,000.00	MERRILL		96.83	532,576.00	(4,683.77)	(8,709.37)	2.67	2.67	2.45
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	500,000.00	CITIGRP		98.25	491,250.00	(2,402.34)	(3,935.31)	3.11	3.11	2.44
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	550,000.00	MERRILL		98.25	540,375.00	7,949.22	4,828.59	3.11	3.11	2.44
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	900,000.00	MERRILL		98.25	884,250.00	(6,398.44)	(8,781.18)	3.11	3.11	2.44
US TREASURY NOTES DTD 05/01/2017 1.875% 04/30/2022	912828X47	1,500,000.00	MERRILL		98.25	1,473,750.00	18,046.87	11,635.32	3.11	3.11	2.44
US TREASURY NOTES DTD 08/15/2012 1.625% 08/15/2022	912828TJ9	550,000.00	BMO		97.27	534,982.25	8,056.47	5,823.45	3.39	3.39	2.43
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	450,000.00	MERRILL		98.83	444,726.45	10,072.15	9,233.90	3.72	3.72	2.44
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,100,000.00	MORGAN_S		98.83	1,087,109.10	4,554.41	4,542.58	3.72	3.72	2.44
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	3,550,000.00	MERRILL		98.83	3,508,397.55	9,567.47	8,816.96	3.72	3.72	2.44
<b>Security Type Sub-Total</b>		<b>10,925,000.00</b>				<b>10,756,327.65</b>	<b>24,957.53</b>	<b>4,795.66</b>	<b>3.31</b>	<b>3.31</b>	<b>2.44</b>

<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	550,000.00	HSBC		98.32	540,732.50	(7,947.50)	(8,544.57)	1.57	1.57	2.63
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	500,000.00	HSBC		99.18	495,880.50	(8,754.05)	(6,818.23)	1.72	1.72	2.60
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	150,000.00	CITIGRP		100.07	150,106.50	436.50	352.79	2.13	2.13	2.59



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	500,000.00	MORGAN_S		100.49	502,469.50	3,639.50	3,444.97	2.38	2.38	2.54
<b>Security Type Sub-Total</b>		<b>1,700,000.00</b>				<b>1,689,189.00</b>	<b>(12,625.55)</b>	<b>(11,565.04)</b>	<b>1.90</b>	<b>1.90</b>	<b>2.59</b>
<b>Municipal Bond / Note</b>											
CT ST TXBL GO BONDS DTD 08/17/2016 1.300% 08/15/2019	20772J3D2	260,000.00	MORGANST		98.98	257,345.40	(3,216.20)	(2,757.16)	0.53	0.53	3.23
<b>Security Type Sub-Total</b>		<b>260,000.00</b>				<b>257,345.40</b>	<b>(3,216.20)</b>	<b>(2,757.16)</b>	<b>0.53</b>	<b>0.53</b>	<b>3.23</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AOD00	14,700.84	MORGANST		99.51	14,628.96	(219.09)	(78.31)	0.34	0.48	2.44
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	131,357.51	JPM_CHAS		101.17	132,896.70	(1,073.63)	(508.00)	2.01	1.34	2.51
FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	130,000.00	CITIGRP		100.72	130,930.93	(176.10)	61.32	3.16	1.79	2.58
<b>Security Type Sub-Total</b>		<b>276,058.35</b>				<b>278,456.59</b>	<b>(1,468.82)</b>	<b>(524.99)</b>	<b>2.46</b>	<b>1.50</b>	<b>2.54</b>
<b>Federal Agency Bond / Note</b>											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	510,000.00	TD SEC U		96.90	494,197.65	(12,701.04)	(14,256.10)	2.40	2.40	2.43
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	115,000.00	TD SEC U		97.03	111,586.57	(3,020.02)	(3,209.77)	2.47	2.47	2.46
FNMA NOTES DTD 08/19/2016 1.250% 08/17/2021	3135G0N82	360,000.00	CITIGRP		97.03	349,314.48	(9,227.52)	(9,930.64)	2.47	2.47	2.46
<b>Security Type Sub-Total</b>		<b>985,000.00</b>				<b>955,098.70</b>	<b>(24,948.58)</b>	<b>(27,396.51)</b>	<b>2.43</b>	<b>2.43</b>	<b>2.45</b>
<b>Corporate Note</b>											



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Corporate Note</b>											
GENERAL ELECTRIC CAP CORP NOTES DTD 01/08/2010 5.500% 01/08/2020	36962G4J0	350,000.00	GOLDMAN		102.10	357,356.30	(47,359.20)	(3,769.46)	0.91	0.91	3.20
JPMORGAN CHASE & CO (CALLABLE) DTD 01/23/2015 2.250% 01/23/2020	46625HKA7	475,000.00	JPMCHASE	12/23/19	99.37	472,001.33	421.33	(2,190.99)	0.94	0.96	2.91
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	125,000.00	1ST TENN		99.32	124,147.63	(1,332.37)	(955.47)	0.98	0.98	2.85
WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	300,000.00	JEFFERIE		99.32	297,954.30	(4,142.70)	(2,481.94)	0.98	0.98	2.85
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	180,000.00	MERRILL	02/01/20	99.36	178,841.34	(971.46)	(1,089.29)	1.03	1.06	2.80
TOYOTA MOTOR CORP NOTES DTD 03/12/2015 2.150% 03/12/2020	89236TCF0	125,000.00	HSBC		99.35	124,182.38	(1,927.62)	(1,076.44)	1.08	1.08	2.75
TOYOTA MOTOR CREDIT CORP DTD 04/17/2017 1.950% 04/17/2020	89236TDU6	200,000.00	MERRILL		99.21	198,424.80	(1,483.20)	(1,537.43)	1.18	1.18	2.61
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BO4	100,000.00	JPM_CHAS		98.76	98,761.60	(1,180.40)	(1,212.03)	1.31	1.31	2.74
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	125,000.00	CITIGRP		98.57	123,214.13	(1,774.62)	(1,779.10)	1.73	1.73	2.88
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	250,000.00	MORGAN_S		98.71	246,776.50	(2,861.00)	(3,004.16)	1.82	1.82	2.61
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	65,000.00	MORGAN_S	01/01/21	98.45	63,991.66	(978.44)	(989.19)	1.92	1.92	2.95
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	100,000.00	RBC		99.86	99,863.90	(25.10)	(57.22)	2.02	2.02	2.97
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	150,000.00	RBC		99.86	149,795.85	430.35	262.74	2.02	2.02	2.97
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	250,000.00	CITIGRP		99.72	249,311.25	588.75	234.24	2.05	2.05	2.88
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	250,000.00	KEYBAN	03/15/21	99.18	247,962.00	(7,783.00)	(4,635.83)	2.08	2.11	2.88



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Corporate Note</b>											
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	75,000.00	MERRILL		99.28	74,457.60	(1,124.40)	(920.78)	2.12	2.12	2.96
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	125,000.00	GOLDMAN		98.72	123,397.38	(2,402.62)	(1,973.77)	2.13	2.13	3.10
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	125,000.00	MORGAN_S		98.72	123,397.38	(2,007.62)	(1,866.37)	2.13	2.13	3.10
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.625% 04/25/2021	38141GVU5	250,000.00	MORGAN_S	03/25/21	98.88	247,198.25	(4,121.75)	(3,651.76)	2.10	2.14	3.15
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	150,000.00	GOLDMAN	04/04/21	98.57	147,859.80	(2,960.70)	(2,515.64)	2.14	2.17	2.91
BRANCH BANKING & TRUST (CALLABLE) NOTE DTD 05/10/2016 2.050% 05/10/2021	05531FAV5	125,000.00	SCOTIA	04/09/21	98.10	122,625.50	(2,292.00)	(2,335.90)	2.17	2.19	2.92
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	100,000.00	MERRILL		100.44	100,435.70	504.70	488.91	2.18	2.18	2.90
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	70,000.00	JEFFERIE		97.71	68,397.91	(1,337.49)	(1,476.80)	2.22	2.22	2.99
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	160,000.00	CSFB		100.72	161,154.88	1,159.68	1,158.70	2.20	2.20	2.92
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	250,000.00	BARCLAYS		100.53	251,335.50	1,528.00	1,503.33	2.45	2.45	2.93
CITIGROUP INC CORP (CALLABLE) NOTE DTD 12/08/2016 2.900% 12/08/2021	172967LC3	250,000.00	CITIGRP	11/08/21	99.37	248,430.75	(4,544.25)	(3,657.54)	2.67	2.70	3.13
BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	175,000.00	MERRILL		100.80	176,397.20	1,397.20	1,397.20	3.07	3.07	3.24
US BANK NA CINCINNATI (CALLABLE) NOTE DTD 07/23/2012 2.950% 07/15/2022	91159JAA4	250,000.00	US_BANCO	06/15/22	99.63	249,071.25	(7,371.25)	(5,580.29)	3.21	3.26	3.06
IBM CREDIT CORP NOTE DTD 09/08/2017 2.200% 09/08/2022	44932HAC7	250,000.00	US_BANCO		96.21	240,518.00	(8,824.50)	(8,999.97)	3.39	3.39	3.33



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
<b>Corporate Note</b>											
JOHN DEERE CAPITAL CORP NOTE DTD 09/08/2017 2.150% 09/08/2022	24422ETV1	250,000.00	MORGAN_S		96.94	242,359.00	(5,873.50)	(6,343.05)	3.40	3.40	3.05
APPLE INC CORP (CALLABLE) NOTES DTD 09/12/2017 2.100% 09/12/2022	037833DC1	250,000.00	INCAPITA	08/12/22	97.82	244,547.00	(4,018.00)	(4,399.21)	3.39	3.42	2.74

**Security Type Sub-Total** **5,900,000.00** **5,854,168.07** **(112,667.18)** **(63,454.51)** **2.01** **2.02** **2.95**

<b>Certificate of Deposit</b>											
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	450,000.00	BARCLAYS		99.61	448,242.75	(1,581.75)	(1,713.38)	0.49	0.49	2.55
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	250,000.00	MITSU		99.48	248,710.50	(1,289.50)	(1,289.50)	0.64	0.64	2.81
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	250,000.00	CSFB		100.05	250,114.25	114.25	114.25	0.97	0.97	2.62
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	400,000.00	JPM_CHAS		99.11	396,424.80	(3,575.20)	(3,575.20)	1.49	1.49	2.56
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	425,000.00	BMO		100.27	426,158.55	1,158.55	1,158.55	1.45	1.45	3.02
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	250,000.00	GOLDMAN		101.15	252,865.25	3,205.25	3,157.90	1.64	1.64	2.70
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	500,000.00	MERRILL		98.71	493,543.00	(6,457.00)	(6,457.00)	1.73	1.73	3.05
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	425,000.00	RBC		100.69	427,929.53	2,929.53	2,929.53	2.24	2.24	2.93

**Security Type Sub-Total** **2,950,000.00** **2,943,988.63** **(5,495.87)** **(5,674.85)** **1.38** **1.38** **2.80**

<b>Asset-Backed Security / Collateralized Mortgage Obligation</b>											
HONDA ABS 2016-1 A3 DTD 02/25/2016 1.220% 12/18/2019	43814NAC9	9,774.65	JPMCHASE		99.84	9,759.31	(13.95)	(15.08)	0.10	0.52	1.52
TOYOTA ABS 2016-A A3 DTD 03/02/2016 1.250% 03/15/2020	89237KAD5	25,802.14	MERRILL		99.76	25,739.73	(60.95)	(62.07)	0.15	0.66	1.62



**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Par</b>	<b>Broker</b>	<b>Next Call Date</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L On Cost</b>	<b>Unreal G/L Amort Cost</b>	<b>Effective Duration</b>	<b>Duration to Worst at Mkt</b>	<b>YTM</b>
<b>Asset-Backed Security / Collateralized Mortgage Obligation</b>												
HONDA ABS 2016-2 A3	DTD 05/31/2016 1.390% 04/15/2020	43814OAC2	18,530.94	MERRILL		99.68	18,471.29	(59.29)	(59.56)	0.21	0.72	1.84
FORD ABS 2016-A A3	DTD 01/26/2016 1.390% 07/15/2020	34531PAD3	15,839.83	CSFB		99.79	15,807.08	(32.41)	(32.66)	0.14	0.98	1.60
ALLY ABS 2016-3 A3	DTD 05/31/2016 1.440% 08/15/2020	02007LAC6	17,507.82	JPMCHASE		99.71	17,457.50	(48.63)	(49.76)	0.18	1.25	1.67
HYUNDAI ABS 2016-A A3	DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	16,888.02	MERRILL		99.69	16,835.47	(49.27)	(51.53)	0.26	1.19	1.82
FORD ABS 2016-B A3	DTD 04/26/2016 1.330% 10/15/2020	34532EAD7	17,847.91	BARCLAYS		99.60	17,777.04	(69.18)	(70.47)	0.25	0.87	1.79
NISSAN ABS 2016-B A3	DTD 04/27/2016 1.320% 01/15/2021	65478VAD9	23,934.62	SOC GEN		99.40	23,790.97	(139.93)	(142.33)	0.45	1.21	1.82
NISSAN ABS 2016-C A3	DTD 08/10/2016 1.180% 01/15/2021	65478WAD7	32,931.78	WELLSFAR		99.18	32,663.03	(265.59)	(267.55)	0.48	1.26	1.83
TOYOTA ABS 2017-A A3	DTD 03/15/2017 1.730% 02/15/2021	89238MAD0	103,703.55	MERRILL		99.43	103,111.30	(580.04)	(585.74)	2.01	1.03	2.29
HYUNDAI ABS 2016-B A3	DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	93,471.52	JPMCHASE		99.19	92,717.28	(741.65)	(748.79)	0.53	1.70	1.77
ALLY ABS 2017-1 A3	DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	70,950.21	CITIGRP		99.39	70,513.97	(430.03)	(433.03)	0.57	2.04	2.00
FORD ABS 2017-A A3	DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	282,559.10	CITIGRP		99.25	280,432.19	(2,125.87)	(2,126.44)	0.61	1.59	2.14
ALLY ABS 2017-2 A3	DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	292,213.08	MERRILL		99.34	290,278.57	(1,900.06)	(1,915.28)	0.63	2.20	2.08
HAROT 2017-3 A3	DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	75,000.00	JPM_CHAS		98.93	74,196.50	(795.38)	(798.01)	1.03	1.32	2.60
TAOT 2018-A A3	DTD 01/31/2018 2.350% 05/16/2022	89238BAD4	125,000.00	MITSU		99.28	124,094.41	(904.15)	(904.53)	1.52	1.63	2.79
ALLYA 2018-2 A3	DTD 04/30/2018 2.920% 11/15/2022	02004VAC7	185,000.00	MERRILL		100.07	185,125.50	159.10	153.86	1.59	1.87	2.88
CCCT 2018-A1 A1	DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	250,000.00	CITIGRP		99.57	248,928.73	(1,036.67)	(1,043.64)	2.44	2.16	2.69
<b>Security Type Sub-Total</b>			<b>1,656,955.17</b>				<b>1,647,699.87</b>	<b>(9,093.95)</b>	<b>(9,152.61)</b>	<b>1.13</b>	<b>1.73</b>	<b>2.31</b>





**Managed Account Fair Market Value & Analytics**

For the Month Ending **January 31, 2019**

BCHD GENERAL FUND - 08501000

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
<b>Managed Account Sub-Total</b>		<b>24,653,013.52</b>				<b>24,382,273.91</b>	<b>(144,558.62)</b>	<b>(115,730.01)</b>	<b>2.45</b>	<b>2.48</b>	<b>2.62</b>
<b>Money Market Mutual Fund</b>											
CAMP Pool		978,547.27			1.00	978,547.27	0.00	0.00	0.00	0.00	
<b>Money Market Sub-Total</b>		<b>978,547.27</b>				<b>978,547.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Securities Sub-Total</b>		<b>\$25,631,560.79</b>				<b>\$25,360,821.18</b>	<b>(\$144,558.62)</b>	<b>(\$115,730.01)</b>	<b>2.45</b>	<b>2.48</b>	<b>2.62%</b>
<b>Accrued Interest</b>						<b>\$120,281.36</b>					
<b>Total Investments</b>						<b>\$25,481,102.54</b>					



**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>BUY</b>										
01/07/19	01/10/19	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	3,550,000.00	(3,498,830.08)	(2,083.91)	(3,500,913.99)			
01/30/19	01/31/19	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,100,000.00	(1,082,554.69)	(2,001.73)	(1,084,556.42)			
<b>Transaction Type Sub-Total</b>				<b>4,650,000.00</b>	<b>(4,581,384.77)</b>	<b>(4,085.64)</b>	<b>(4,585,470.41)</b>			
<b>INTEREST</b>										
01/01/19	01/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	139,322.58	0.00	439.76	439.76			
01/01/19	01/25/19	FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AODO0	14,729.58	0.00	20.20	20.20			
01/01/19	01/25/19	FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQSW1	2,376.62	0.00	3.76	3.76			
01/01/19	01/25/19	FHLMC MULTIFAMILY STRUCTURED P POOL DTD 12/01/2015 3.090% 08/25/2022	3137BM6P6	130,000.00	0.00	334.75	334.75			
01/02/19	01/02/19	MONEY MARKET FUND	MONEY0002	0.00	0.00	317.10	317.10			
01/08/19	01/08/19	GENERAL ELECTRIC CAP CORP NOTES DTD 01/08/2010 5.500% 01/08/2020	36962G4J0	350,000.00	0.00	9,625.00	9,625.00			
01/10/19	01/10/19	SVENSKA HANDELSBANKEN NY CD DTD 01/12/2017 1.890% 01/10/2019	86958JHB8	500,000.00	0.00	4,830.00	4,830.00			
01/14/19	01/14/19	FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	510,000.00	0.00	2,868.75	2,868.75			
01/15/19	01/15/19	FORD ABS 2016-B A3 DTD 04/26/2016 1.330% 10/15/2020	34532EAD7	20,896.04	0.00	23.16	23.16			
01/15/19	01/15/19	TAOT 2018-A A3 DTD 01/31/2018 2.350% 05/16/2022	89238BAD4	125,000.00	0.00	244.79	244.79			
01/15/19	01/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	314,781.97	0.00	466.93	466.93			
01/15/19	01/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	76,928.96	0.00	108.98	108.98			
01/15/19	01/15/19	TOYOTA ABS 2016-A A3 DTD 03/02/2016 1.250% 03/15/2020	89237KAD5	33,230.42	0.00	34.62	34.62			



**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>INTEREST</b>										
01/15/19	01/15/19	TOYOTA ABS 2017-A A3 DTD 03/15/2017 1.730% 02/15/2021	89238MAD0	112,377.46	0.00	162.01	162.01			
01/15/19	01/15/19	FORD ABS 2016-A A3 DTD 01/26/2016 1.390% 07/15/2020	34531PAD3	20,744.61	0.00	24.03	24.03			
01/15/19	01/15/19	HONDA ABS 2016-2 A3 DTD 05/31/2016 1.390% 04/15/2020	43814OAC2	22,441.51	0.00	25.99	25.99			
01/15/19	01/15/19	HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	19,867.36	0.00	25.83	25.83			
01/15/19	01/15/19	NISSAN ABS 2016-B A3 DTD 04/27/2016 1.320% 01/15/2021	65478VAD9	26,278.37	0.00	28.91	28.91			
01/15/19	01/15/19	ALLYA 2018-2 A3 DTD 04/30/2018 2.920% 11/15/2022	02004VAC7	185,000.00	0.00	450.17	450.17			
01/15/19	01/15/19	ALLY ABS 2016-3 A3 DTD 05/31/2016 1.440% 08/15/2020	02007LAC6	21,507.21	0.00	25.81	25.81			
01/15/19	01/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	303,226.28	0.00	421.99	421.99			
01/15/19	01/15/19	US BANK NA CINCINNATI (CALLABLE) NOTE DTD 07/23/2012 2.950% 07/15/2022	91159JAA4	250,000.00	0.00	3,687.50	3,687.50			
01/15/19	01/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	101,521.34	0.00	109.14	109.14			
01/15/19	01/15/19	NISSAN ABS 2016-C A3 DTD 08/10/2016 1.180% 01/15/2021	65478WAD7	36,008.47	0.00	35.41	35.41			
01/17/19	01/17/19	CITIBANK ABS 2017-A2 A2 DTD 01/26/2017 1.740% 01/19/2021	17305EGA7	380,000.00	0.00	3,306.00	3,306.00			
01/18/19	01/18/19	HAROT 2017-3 A3 DTD 09/29/2017 1.790% 09/18/2021	43814PAC4	75,000.00	0.00	111.88	111.88			
01/18/19	01/18/19	HONDA ABS 2016-1 A3 DTD 02/25/2016 1.220% 12/18/2019	43814NAC9	14,704.04	0.00	14.95	14.95			
01/20/19	01/20/19	CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	250,000.00	0.00	3,112.50	3,112.50			
01/23/19	01/23/19	JPMORGAN CHASE & CO (CALLABLE) DTD 01/23/2015 2.250% 01/23/2020	46625HKA7	475,000.00	0.00	5,343.75	5,343.75			



## Managed Account Security Transactions & Interest

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
<b>INTEREST</b>											
	01/23/19	01/23/19	INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	500,000.00	0.00	6,800.00	6,800.00			
	01/30/19	01/30/19	WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	125,000.00	0.00	1,343.75	1,343.75			
	01/30/19	01/30/19	WELLS FARGO & CO CORP BONDS DTD 02/02/2015 2.150% 01/30/2020	94974BGF1	300,000.00	0.00	3,225.00	3,225.00			
<b>Transaction Type Sub-Total</b>					<b>5,435,942.82</b>	<b>0.00</b>	<b>47,572.42</b>	<b>47,572.42</b>			
<b>MATURITY</b>											
	01/01/19	01/01/19	FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AOSW1	2,376.62	2,376.62	0.00	2,376.62	(23.77)	0.00	
	01/10/19	01/10/19	SVENSKA HANDELSBANKEN NY CD DTD 01/12/2017 1.890% 01/10/2019	86958JHB8	500,000.00	500,000.00	0.00	500,000.00	0.00	0.00	
<b>Transaction Type Sub-Total</b>					<b>502,376.62</b>	<b>502,376.62</b>	<b>0.00</b>	<b>502,376.62</b>	<b>(23.77)</b>	<b>0.00</b>	
<b>PAYDOWNS</b>											
	01/01/19	01/25/19	FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	28.74	28.74	0.00	28.74	(0.29)	0.00	
	01/01/19	01/25/19	FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	7,965.07	7,965.07	0.00	7,965.07	(158.43)	0.00	
	01/15/19	01/15/19	ALLY ABS 2017-2 A3 DTD 03/29/2017 1.780% 08/15/2021	02007HAC5	22,568.89	22,568.89	0.00	22,568.89	2.66	0.00	
	01/15/19	01/15/19	ALLY ABS 2017-1 A3 DTD 01/31/2017 1.700% 06/15/2021	02007PAC7	5,978.75	5,978.75	0.00	5,978.75	0.52	0.00	
	01/15/19	01/15/19	ALLY ABS 2016-3 A3 DTD 05/31/2016 1.440% 08/15/2020	02007LAC6	3,999.39	3,999.39	0.00	3,999.39	0.39	0.00	
	01/15/19	01/15/19	TOYOTA ABS 2016-A A3 DTD 03/02/2016 1.250% 03/15/2020	89237KAD5	7,428.28	7,428.28	0.00	7,428.28	0.42	0.00	
	01/15/19	01/15/19	HYUNDAI ABS 2016-A A3 DTD 03/30/2016 1.560% 09/15/2020	44930UAD8	2,979.34	2,979.34	0.00	2,979.34	0.58	0.00	
	01/15/19	01/15/19	HONDA ABS 2016-2 A3 DTD 05/31/2016 1.390% 04/15/2020	43814OAC2	3,910.57	3,910.57	0.00	3,910.57	0.07	0.00	



**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2019**

**BCHD GENERAL FUND - 08501000**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>PAYDOWNS</b>										
01/15/19	01/15/19	FORD ABS 2017-A A3 DTD 01/25/2017 1.670% 06/15/2021	34531EAD8	20,667.18	20,667.18	0.00	20,667.18	0.08	0.00	
01/15/19	01/15/19	FORD ABS 2016-A A3 DTD 01/26/2016 1.390% 07/15/2020	34531PAD3	4,904.78	4,904.78	0.00	4,904.78	0.11	0.00	
01/15/19	01/15/19	NISSAN ABS 2016-B A3 DTD 04/27/2016 1.320% 01/15/2021	65478VAD9	2,343.75	2,343.75	0.00	2,343.75	0.36	0.00	
01/15/19	01/15/19	NISSAN ABS 2016-C A3 DTD 08/10/2016 1.180% 01/15/2021	65478WAD7	3,076.69	3,076.69	0.00	3,076.69	0.29	0.00	
01/15/19	01/15/19	TOYOTA ABS 2017-A A3 DTD 03/15/2017 1.730% 02/15/2021	89238MAD0	8,673.91	8,673.91	0.00	8,673.91	1.02	0.00	
01/15/19	01/15/19	HYUNDAI ABS 2016-B A3 DTD 09/21/2016 1.290% 04/15/2021	44891EAC3	8,049.82	8,049.82	0.00	8,049.82	1.08	0.00	
01/15/19	01/15/19	FORD ABS 2016-B A3 DTD 04/26/2016 1.330% 10/15/2020	34532EAD7	3,048.13	3,048.13	0.00	3,048.13	0.29	0.00	
01/17/19	01/17/19	CITIBANK ABS 2017-A2 A2 DTD 01/26/2017 1.740% 01/19/2021	17305EGA7	380,000.00	380,000.00	0.00	380,000.00	72.77	0.00	
01/18/19	01/18/19	HONDA ABS 2016-1 A3 DTD 02/25/2016 1.220% 12/18/2019	43814NAC9	4,929.39	4,929.39	0.00	4,929.39	0.70	0.00	
<b>Transaction Type Sub-Total</b>				<b>490,552.68</b>	<b>490,552.68</b>	<b>0.00</b>	<b>490,552.68</b>	<b>(77.38)</b>	<b>0.00</b>	
<b>SELL</b>										
01/07/19	01/10/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	225,000.00	222,055.66	1,640.88	223,696.54	(11,390.63)	(7,545.99)	FIFO
01/07/19	01/10/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	675,000.00	666,166.99	4,922.65	671,089.64	(14,053.71)	(12,010.56)	FIFO
01/07/19	01/10/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,275,000.00	1,258,315.44	9,298.35	1,267,613.79	(30,580.07)	(25,585.85)	FIFO
01/07/19	01/10/19	US TREASURY NOTES DTD 09/02/2014 2.000% 08/31/2021	912828D72	1,125,000.00	1,110,278.32	8,204.42	1,118,482.74	(18,061.52)	(16,625.42)	FIFO
<b>01/31/19</b>	<b>02/01/19</b>	<b>US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022</b>	<b>912828N30</b>	<b>975,000.00</b>	<b>963,993.16</b>	<b>1,831.50</b>	<b>965,824.66</b>	<b>18,319.33</b>	<b>15,186.04</b>	<b>FIFO</b>



**Managed Account Security Transactions & Interest**

For the Month Ending **January 31, 2019**

BCHD GENERAL FUND - 08501000

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
<b>SELL</b>										
01/31/19	02/01/19	US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	75,000.00	74,153.32	140.88	74,294.20	1,710.94	1,571.23	FIFO
<b>Transaction Type Sub-Total</b>				<b>4,350,000.00</b>	<b>4,294,962.89</b>	<b>26,038.68</b>	<b>4,321,001.57</b>	<b>(54,055.66)</b>	<b>(45,010.55)</b>	
<b>Managed Account Sub-Total</b>					<b>706,507.42</b>	<b>69,525.46</b>	<b>776,032.88</b>	<b>(54,156.81)</b>	<b>(45,010.55)</b>	
<b>Total Security Transactions</b>					<b>\$706,507.42</b>	<b>\$69,525.46</b>	<b>\$776,032.88</b>	<b>(\$54,156.81)</b>	<b>(\$45,010.55)</b>	

Bolded items are forward settling trades.

**SPECIAL MEETING  
POLICY COMMITTEE  
BEACH CITIES HEALTH DISTRICT  
November 13, 2018**

A Special Meeting of the Policy Committee of the Beach Cities Health District was called to order in the Large Conference Room of the Beach Cities Health District Administrative Office at 3:03 p.m.

Members Present: Vish Chatterji, Chair  
Vanessa Poster, 2<sup>nd</sup> Chair

Staff Present: Tom Bakaly, Chief Executive Officer  
Monica Suua, Chief Financial Officer  
Kerianne Lawson, Director of Lifespan Services  
Megan Vixie, Director of Human Resources  
Jacqueline Sun, Community Policy Analyst  
Simrit Dugal, Human Resources Manager  
Charlie Velasquez, Executive Assistant to the CEO  
Marilyn Rafkin, Assistant to the CEO, Special Projects

Others Attending: None

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<b>Call to Order</b>  <b>Public Discussion</b>	Mr. Chatterji opened the meeting.  Mr. Chatterji asked if any member of the public would like to address the Committee on any issue not on the agenda. No one from the public was present.	
<b>Review and Approval of Minutes</b>	The Committee reviewed the minutes from the September 5, 2018 Special Meeting.	It was <b>Moved</b> and <b>Seconded</b> (Poster/Chatterji) to approve the minutes of the September 5, 2018 Special Meeting. <b>Motion Carried</b>
<b>New Business</b>  <b><u>Discussion Item:</u></b> <b>Policy Number 2160 for: Board Advocacy Procedure for Board of Directors Advocacy</b>	This item was taken out of order.  Mr. Bakaly, Chief Executive Officer, informed the committee that he's been getting questions from other BCHD committees and the public about BCHD positions on advocacy issues. This led to a review of the Board Advocacy policy and procedures. He asked Ms. Jacqueline Sun, Community Policy Analyst, to present the policy	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>Procedure for Board of Directors Advocacy-- Worksheet</b></p>	<p>and procedures and issues for the Policy Committee.</p> <p>Ms. Sun explained that the policy requires a 4/5 or super-majority vote for an advocacy item to be approved. She reviewed the policy and procedure and the procedure worksheet/analysis form. The policy is to be used for broad issues.</p> <p>Mr. Chatterji reported that people asked him about BCHD's position on various ballot measures. BCHD has been conservative in when to respond to state and municipal issues. The policy gives more leeway than we use.</p> <p>The Committee agreed that the policy and procedures were fine as is. Mr. Bakaly said that the issue was not so much the policy, but how we use the process. For example, the Community Health Committee is interested in taking a position on the social host issue. He asked the Committee if a shift in practice to a more active use of the policy was allowed. The Committee members agreed that it was.</p> <p>Ms. Sun clarified that the policy and the California Government code indicates that the District cannot authorize the expenditure of any funds to support or oppose ballot measures or candidates, but that local agencies can provide information to the public about the effects of ballot measures. She also brought up the possible need to change the bylaws to reflect the advocacy role of the Policy Committee that is delineated in the policy and procedures.</p>	
<p><b>III. Policies: Series 3000, Human Resources</b></p>	<p>Mr. Bakaly asked Ms. Simrit Dugal, Human Resources Manager, to present the Human Resources policies. Ms. Dugal explained she was bringing to the Committee eleven policies that were tabled at the September 5, 2018 meeting due to time constraints, two that were tabled for additional revision, two that were approved by the Committee in September but pulled by staff for additional revision, and two new policies.</p>	
<p><b>A. <u>Action Item:</u></b></p>		



AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3040 for: Conditions of Employment</b></p>	<p>Ms. Dugal explained that this policy was reviewed at the last meeting and tabled while some issues were explored. One of those was the effectiveness of online CPR certification. Dr. Kim, BCHD Medical Advisor, reviewed the online training and said that although it was fine, it was no substitute for hands on training. Therefore, a hybrid system will be implemented—online certification so that employees can get certified with periodic hands-on training and practice during the year for employees who are required to be certified, e.g., care managers, AdventurePlex staff. The Committee recommended adding “and/or hands-on” after the word “online” in section 3040.7.5.1.</p> <p>At the last meeting, Ms. Poster expressed her concern about including all employees in pre-employment drug testing instead of only those involved with seniors and youth and asked staff to find out what industry standard is.</p> <p>Ms. Megan Vixie, Director of Human Resources, explained that she was recommending the “California option” and not the “federal option” for pre-employment drug testing. In this option, prospective employees are asked ahead of time to present to the testing doctor any prescriptions or physician notes that might explain a positive drug screen. In this way, they would not be automatically disqualified. Privacy is maintained because only the testing facility has the information. Mr. Bakaly said that public agencies and health care organizations do pre-employment drug screens on everyone.</p> <p>Mr. Chatterji approved of pre-employment testing of everyone and Ms. Poster did not approve of it.</p> <p>It was decided to send the policy, as amended, to the Board without a recommendation.</p>	<p>The Committee recommended sending Revised Policy 3040: Conditions for Employment, as amended, to the Board for consideration.</p>
<p><b>B. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the</b></p>	<p>Ms. Dugal explained that this is a new policy that provides telecommuting as an option for an</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Poster/Chatte ...)</p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>Board of Directors of New Policy Number 3100 for: Telecommuting</b></p>	<p>employee. It depends on District, department and employee need.</p> <p>The Committee discussed the policy and recommended a change in Section 3100 changing the word “promote” to “offer.”</p> <p>The Committee recommended approval to the Board of Directors, as amended.</p>	<p>to recommend approval to the Board of Directors of New Policy Number 3100: Telecommuting, as amended.</p> <p><b>Motion Carried</b></p>
<p><b>C. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3230 for: Benefits</b></p>	<p>Ms. Dugal explained that the Committee approved this revised policy at the September meeting. Staff pulled it before it was sent to the Board to add the section on rooms for nursing mothers.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved and Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3230: Benefits.</p> <p><b>Motion Carried</b></p>
<p><b>D. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of New Policy Number 3300 for: Disaster Service Worker</b></p>	<p>Ms. Vixie explained that this is a new policy reflecting that as public employees, BCHD staff are Disaster Service Workers. She looked at policies from different jurisdictions and all have emergency plans.</p> <p>Ms. Poster questioned the “loyalty oath”. Staff was able to find out that the loyalty oath is the same oath that BCHD Directors take when they are sworn in.</p> <p>Ms. Poster was concerned about the use of the phrase “legal aliens” in Section 3300.8.1. She requested that staff talk to legal counsel to see what this means and if there is another way to write it.</p> <p>The Committee reviewed and discussed the policy and recommended approval to the Board of Directors, subject to a change of language on “legal alien” per legal counsel.</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chatterji) to recommend approval to the Board of Directors of Revised Policy Number 3300: Disaster Service Worker, subject to possible changes recommended by legal counsel to Section 3300.8.1.</p> <p><b>Motion Carried</b></p>
<p><b>E. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of</b></p>	<p>Ms. Dugal explained that this policy was tabled at the September meeting to check on leave for married people both working at BCHD. She</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chatterji)</p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>Directors of Revised Policy Number 3410 for: Leave of Absence: Medical</b></p>	<p>reported that the revisions were correct and met legal requirements.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>to recommend approval to the Board of Directors of Revised Policy Number 3410: Leave of Absence: Medical <b>Motion Carried</b></p>
<p><b>F. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3420 for: Leave of Absence: Non-Medical</b></p>	<p>Ms. Dugal explained that this policy was approved by the Committee at its September meeting but staff pulled it from the Board meeting in order to add household pets into the bereavement clause. Approval of bereavement for pets will be at the discretion of Human Resources.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved and Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3420: Leave of Absence: Non-Medical. <b>Motion Carried</b></p>
<p><b>G. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3825 for: Alcohol and Drug Abuse</b></p>	<p>Ms. Dugal explained that the Policy and Scope sections were revised. The use of accrued, unused sick leave when taking leave was added and drug testing was made applicable for all positions subject to reasonable need for testing.</p> <p>The Committee reviewed the policy, discussed how to determine reasonable need for testing and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved and Seconded</b> (Poster/Chatterji) to recommend approval to the Board of Directors of Revised Policy Number 3825: Alcohol and Drug Abuse. <b>Motion Carried</b></p>
<p><b>H. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3830 for: Anti-Harassment</b></p>	<p>Ms. Dugal explained that legal counsel made changes to the discrimination clause.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved and Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3830: Anti-Harassment. <b>Motion Carried</b></p>
<p><b>I. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy</b></p>	<p>Ms. Dugal explained that minor changes were made by legal counsel.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved and Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of</p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<b>Number 3835 for: Employee Conduct and Working Environment</b>		Revised Policy Number 3835: Employee Conduct and Working Environment. <b>Motion Carried</b>
<b>J. <u>Action Item:</u></b>  <b>Recommend Approval to the Board of Directors of Revised Policy Number 3840 for: Workplace Safety and Security</b>	<p>Ms. Dugal explained that minor changes were made to the management responsibility section and a section was added on District monitoring of work areas.</p> <p>Ms. Poster pointed out inconsistencies in the numbering.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors, as amended.</p>	It was <b>Moved</b> and <b>Seconded</b> (Poster/Chatterji) to recommend approval to the Board of Directors of Revised Policy Number 3840: Workplace Safety and Security, as amended. <b>Motion Carried</b>
<b>K. <u>Action Item:</u></b>  <b>Recommend Approval to the Board of Directors of Revised Policy Number 3845 for: Inspection of Personnel Files</b>	<p>Ms. Dugal explained that “former employees” were added to the policy. A section was added that allows a department head or manager to inspect the files of someone who is being interviewed and considered for a position reporting to that manager.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3845: Inspection of Personnel Files. <b>Motion Carried</b>
<b>L. <u>Action Item:</u></b>  <b>Recommend Approval to the Board of Directors of Revised Policy Number 3850 for: Employment References and Letters of Recommendation</b>	<p>Ms. Dugal explained that the Scope and Responsibility sections and volunteers were added.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3850: Employment References and Letters of Recommendation. <b>Motion Carried</b>
<b>M. <u>Action Item:</u></b>		

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3910 for: Severance</b></p>	<p>Ms. Dugal explained that revisions are only in formatting.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3910: Severance. <b>Motion Carried</b></p>
<p><b>N. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 3920 for: Separation from Employment</b></p>	<p>Ms. Dugal explained that the Scope and Responsibility sections and language around death as a formal separation were added.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 3920: Separation from Employment. <b>Motion Carried</b></p>
<p><b>O. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of New Policy Number 2230 for: Health Benefits for Board Members</b></p>	<p>Ms. Dugal explained that this is a new policy that describes Board Member eligibility for self-paid health benefits.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Poster/Chatterji) to recommend approval to the Board of Directors of New Policy Number 2230: Health Benefits for Board Members. <b>Motion Carried</b></p>
<p><b>P. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 4100 for: Travel and Reimbursement</b></p>	<p>Ms. Dugal explained that this is an Administrative policy. The title was changed to “Expense Reimbursement” to be more inclusive of all reimbursable expenses, not just travel expenses. Other changes were made to ensure compliance.</p> <p>Ms. Suua, Chief Financial Officer, said that the policy will now apply to all expenses and will be more practical. It applies to employees and Board members.</p> <p>Ms. Poster pointed out inconsistencies in numbering.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Poster/Chatterji) to recommend approval to the Board of Directors of Revised Policy Number 4100: Expense Reimbursement, as amended. <b>Motion Carried</b></p>

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	The Committee reviewed the policy and recommended approval to the Board of Directors, as amended.	
<p><b>Q. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 6200 for: Fraud</b></p>	<p>Ms. Dugal explained that this policy is in the Finance section. “Finance Director” was changed to “Chief Financial Officer.”</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 6200: Fraud.</p> <p><b>Motion Carried</b></p>
<p><b>IV. <u>Action Item:</u></b></p> <p><b>Recommend Approval to the Board of Directors of Revised Policy Number 6160 for: Purchasing</b></p>	<p>Ms. Suua explained that the edits distinguish between services and goods and when we need a formal bid process. She also explained that according to the by-laws, with the approval of the budget by the Board, the CEO can approve large expenses.</p> <p>Ms. Poster pointed out inconsistencies in language and titles.</p> <p>The Committee asked for legal review of the policy.</p> <p>The Committee reviewed the policy and recommended approval to the Board of Directors, as amended, pending legal review.</p>	<p>It was <b>Moved</b> and <b>Seconded</b> (Chatterji/Poster) to recommend approval to the Board of Directors of Revised Policy Number 6160: Purchasing, as amended, pending legal review.</p> <p><b>Motion Carried</b></p>
<p><b>Old Business</b></p>	<p>There was no old business.</p>	
<p><b>Adjournment</b></p>		<p>There being no further business, the Chair adjourned the meeting at 4:30 p.m.</p>

**SPECIAL MEETING  
BOARD OF DIRECTORS  
BEACH CITIES HEALTH DISTRICT  
January 23<sup>rd</sup>, 2019**

A Special Meeting of the Board of Directors of the Beach Cities Health District was called to order in the Beach Cities Room of the Beach Cities Health Center at 5:09 p.m.

Members Present: Dr. Michelle Bholat  
Dr. Noel Chun  
Jane Diehl  
Vanessa Poster  
Vish Chatterji

Members Not Present:

Staff Present: Tom Bakaly, CEO

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<b>I. Call to Order</b>	Dr. Chun opened the meeting.	
<b>II. Presentation &amp; Update on development on Healthy Living Campus located at 514 N. Prospect Ave, Redondo Beach, CA 90277</b>	<p>Dr. Chun asked Mr. Tom Bakaly, Chief Executive Officer to give an update:</p> <p>Mr. Bakaly highlighted the following:</p> <ul style="list-style-type: none"> <li>• This is an opportunity for the board to hear an update and for the community to provide input</li> <li>• No action will be taken tonight</li> <li>• Tonight we will be talking about the what</li> <li>• A study session will be held in February where we will be discussing financing and timing</li> <li>• In march the board will consider initiating EIR</li> <li>• We have an 11 acre lot and it is a 63 year old building</li> <li>• We have a 1-5 year window to determine a course for the Health District in general</li> <li>• We have over 40 community health programs</li> <li>• We have to solve the Seismic safety issues. There is no requirement for it to be addressed but the board felt it should be addressed</li> </ul>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<ul style="list-style-type: none"> <li>• We have created a center of excellence of community health with our programs</li> <li>• We have been talking about modernizing the campus to meet the community needs.</li> <li>• Healthy Living Campus Pillars include (1) Health, (2) Livability and (3) Community</li> <li>• Milestones include Forming community working group, hosting open houses, board direction to take a broader approach hosting study circles, analyzed community input</li> <li>• Initial site plan received lots of feedback concerning building heights, traffic and if we are connecting the community.</li> <li>• Evaluated the “do-everything” scenario and ran into the same issue with heights of building</li> <li>• Working on a master plan concept</li> <li>• To create connection to community and that its intergenerational we encompassed the child development center on the Flagler lot.</li> <li>• Housing units will be lowered than the original concept</li> <li>• Green space is replacing paved space on the ground creating a sense of community in the heart of the park</li> <li>• Master plan includes the Wellness Pavilion, estimated 420 residential care units, new center for Health &amp; Fitness, medical office building, Active acres of Green Space, bike and pedestrian paths, child development center and optimized vehicle flow</li> <li>• We heard from the community that it's not connected to the community. The concept was how we can connect and we are now we are connected to Dominguez Park and the SCE right-of-way</li> <li>• The community Wellness pavilion will encompass community presentation hall, demonstration kitchen, flexible community meeting spaces, rooftop gathering spaces, Blue Zones Café, learning visitors center, active green space, medically certified exercise center</li> </ul>	



AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>Kerianne Lawson sated the following:</p> <ul style="list-style-type: none"> <li>• Our concept is different that wat you have in mind.</li> <li>• Traditional model: senior housing vs Healthy Living Campus Model: residential care</li> <li>• Residential care model includes vibrant multi use community campus, residents will be integrated with broader community, green spaces and active spaces will promote activity, socialization and wellness, and community center connected to Beach Cities and BCHD programs with also an opportunity to age in place in adaptable settings</li> </ul> <p>Tom Bakaly continued:</p> <ul style="list-style-type: none"> <li>• Site plan vs master plan</li> <li>• No longer 6-7 stories, now its 4 stories</li> <li>• Square footage has come down</li> <li>• Residential care units has come down</li> <li>• Community wellness pavilion was added</li> <li>• Modernized center for health &amp; fitness still in both</li> <li>• Full blown traffic study will be done with the EIR. We wanted to do some preliminary traffic estimates</li> </ul>	
<p><b>III. Public Input regarding Healthy Living Campus</b></p>	<p>Dr. Chun asked if any member of the public would like to address the board.</p> <p>Mr. Geoff Gilbert stepped up to the podium and stated that the master plans appears to be nicer but building is bigger than originally expected to be. Se wee few of the buildings, but we will see a huge building in front of the home impacting the people of Diamond St. Pictures are vague but don't show how they will look from a street level and makes it concerning. Is there a business plan to this and is this available.</p> <p>Mr. Bob Pinzler stepped up to the podium and stated that the reason he was involved with the study circles, there was a search for a center of excellence. What came out of this was a stack of people. BCHD is a public agency. We have a lack of true thought about what this property could be. It could be a place where research is</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>done. We have a property that has been misused over time.</p> <p>Mr. Pat Aust stepped up to the podium and stated that he is a 70 year resident within a mile of the campus. The three beach cities got together to form a hospital district in the 1950s. In 1955 there was no hospital close to this area. In 1970 they passed an act which changed the complexity of the fire department. This campus we have come leaps and bound forward and it address ow we will give medical treatment.</p> <p>Mr. Dency Nelson stepped up to the podium ad stated that he doesn't see this as a stacking of people, but sees it as a place to extend life in a happy and healthy way. Really excited with the development and moving forward. All parking in 2 levels underground. We have come a long way talking about this project. No matter wat our age, we will be connected with the community.</p> <p>Eugene Solomon stepped up to the podium and stated this is a great improvement over the previous plan. You want to have open spaces, windows and views. It would be good to point out that when you talk about financials, we talk about how much square footage will be associated with all the aspects and may enlighten pubic on what the campus will be able to do. This is an improved plan.</p> <p>George Seltzer stated that he served in the city council and has been involved in the community. Thinks this is a visionary project and hope it doesn't succumb to the "not in my backyard." This has the potential to do all the things stated by Mr. Bakaly. This gives residents an option that they do not have now. This will be an experiment of trying to get the resources to combine and address elderly needs that doesn't separate them from the rest of the community. Thinks it's about time.</p> <p>Mr. David Poster stated he has visited other senior places and would not choose any other place aside from BCHD.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
<p><b>IV. Board Discussion regarding Healthy Living Campus</b></p>	<p>Dr. Chun wants to commend staff, community and working group. Looks very promising and conforms with goals and objectives to the district. Excited project to be a part of Interested to see the financials</p> <p>Ms. Posted stated that the Residential Care slide is very powerful. Thanks to the community as they all have a passion to the community. Commend staff to reach out to everyone who have made comments online or in meetings and we develop this conceptual design. It optimally accomplished the pillars. Loves the active green space. We need a place where people can go in an emergency that is safe for the community. We have so many research projects that are very valuable, like the Blue Zones Projects. We are also doing healthy minds research providing not doing research but implementing the findings that we have already and really proud of staff and community.</p> <p>Dr. Chun added he is impressed how much green space will be available.</p> <p>Dr. Bholat gave kudos to staff and community for working together. This is a visionary project and this is about community based research. The design is simply breathtaking. As things evolve, financials and marketing will be key. It has to be visionary and we must be thinking about the future.</p> <p>Mr. Vish Chatterji stated that a lot of work as placed into it. The old plan elicited the right conversation which has led to what we have today. Thank you to community, staff and architects involved. This new plan is thoughtful, considerate and takes into account the needs, financials and encapsulates our vision of who we are. This will service the community very well and love the heartbeat as we are the center of the Beach Cities. Mother lives upstairs and have to navigate the parking lot and a busy street. Any residents with this design can come and visit and enjoy interaction and green space. We are participating in history with passionate comments from both sides as input from both sides provides valuable input.</p>	

AGENDA ITEM	DISCUSSION	ACTION OR FOLLOW-UP
	<p>Ms. Jane Diehl thanked community and staff. This did not stop it, but made the idea even better. We have to make money to support the programs we provide. The money making entity will be the assisted living. We changed because we slowed down to take a better look. It helped for us to see what is possible. Is it a good idea how we phase in this project or wait until next month?</p> <p>Mr. Bakaly stated that this will happen with next month's study session's look at the financials and phasing. He continued that phase 1 will include new residential care, new fitness center and new child development center. Phase 2 will include new residential care and demo existing medical facilities. Phase 3 will include new residential care, new wellness pavilion, new community connection stations, demo existing medical facility and demo existing parking structure. Financials will be given next month and open houses for the community in March.</p> <p>Ms. Pat Dreizler stated that she is happy there is a big group listening to the presentation. We are outside the box and is so excited for this project.</p>	
<p><b>V. Adjournment</b></p>	<p>Dr. Chun moved to adjourn the meeting.</p>	<p>There being no further business, Dr. Chun <b>Moved</b> to adjourn the meeting. Meeting adjourned at 6:38 p.m.</p>



*Live Well. Health Matters.*

## Memorandum

**To:** Board of Directors

**From:** Marilyn Rafkin

**Date:** February 18, 2019

**Subject:** NOMINEES FOR COMMUNITY COMMITTEE MEMBER APPOINTMENTS  
**(AGENDA ITEM: XI.A.)**

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The bylaws of the Beach Cities Health District designate standing committees to advise the board in specific areas. The committees are advisory only and do not have oversight responsibility. Three of the committees, Finance, Community Health and Strategic Planning, have community residents as members. The committees function as a resource for board members and staff to gain valuable community input. To be a member of a committee, a person must be a **resident** of one of the three beach cities, submit an application, interview with the committee chair or staff, and agree to attend BCHD orientation and committee meetings. Each committee has between six and eight community members, with two of the eight slots optional, and two high school students.

In June, the Chairs of the Community Health Committee (CHC), Finance Committee (FC) and Strategic Planning Committee (SPC) recommend to the full Board the appointment of community members to serve additional terms or to fill vacant positions on their respective committees. These vacancies are sometimes the result of our term limit policy, which limits a member's service to three consecutive two-year terms. Community members who have termed out are eligible for a new appointment after a one-year absence. This does not preclude the Chair or Board from making appointments as needed throughout the year to fill vacancies.

High school students serve a one-year term and are eligible for reappointment. High school students have a separate application and application process, but the due dates are the same. Youth Services works with the school superintendents and private schools to recruit students.

Community members and high school students who are interested in serving on a committee must complete an application. The applications will be available March 4<sup>th</sup> and due May 6<sup>th</sup> at noon. A notice for the applications is published in The Easy Reader, The Beach Reporter and The Daily Breeze. It is also posted on the BCHD website. Members of the public may complete the application online at the BCHD website and may also request the application by phone, fax or in person. Upon the application

deadline, applications will be forwarded to the respective chair for each committee. BCHD administrative services will schedule interviews for the selected applicants. Tom Bakaly, CEO and/or appropriate staff are available to participate in the interviews.

Attached is a list of the current committees and their members. The **community members in red bold indicate those whose first or second term will be completed June 30, 2019. They may be invited to serve an additional term at the Chair's discretion.** If not invited to serve an additional term, their positions would be vacant and may be filled. The staff person assigned to each of the committees will discuss the reappointments with the chair of the committee. The community members in ***blue bold italic are not eligible for reappointment due to term limits.*** The staff member will provide you with a list of former committee members who are eligible to return.

The **Finance Committee** will have:

- Three community members who are eligible for reappointment.
- One high school student who is eligible for reappointment.
- Two optional community member positions.
- One high school student position.

The **Community Health Committee** will have:

- Four community members who are eligible for reappointment.
- One community member terming out.
- One optional community member position.
- Two high school student positions.

The **Strategic Planning Committee** will have:

- Two community members who are eligible for reappointment.
- One community member terming out.
- One optional community member position.
- Two high school student positions.

Following is the proposed time line for appointment of community committee members:

March 4 <sup>th</sup>	Vacancies posted on BCHD website and sent to newspapers Applications available for the public
April 30 <sup>th</sup>	Decision from Board Members on reappointments of current Members
May 6 <sup>th</sup>	Applications for new members due at noon
May 7 <sup>th</sup> to June 12 <sup>th</sup>	Interviews with applicants
June 26 <sup>th</sup>	Board meeting—Reappointment of members and Appointment of new members



**Fiscal Year 2018-2019**

**FINANCE COMMITTEE**

<b>COMMITTEE MEMBERS</b>	<b>POSITION</b>	<b>DATE OF TERM COMPLETION</b>	<b>BEG. OF TERM (appointment date)</b>	<b>TERMS SERVED (1 term is 2 years)</b>
				By 6/30/19
Vish Chatterji	Board Member/ Committee Chair			
Dr. Noel Chun	Board Member			
Tim Lilligren	City Treasurer		07/01/2007	Open-ended
<b>Gina DeRosa</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/01/2015</b>	<b>2</b>
<b>Wayne Powell</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>1</b>
<b>Doug Rodriguez</b>	<b>Community</b>	<b>06/30/2019</b>	<b>09/28/2017</b>	<b>1</b>
Stacy Lentz	Community	06/30/2020	07/26/2018	.5
Matthew Briskin	Community	06/30/2020	07/26/2018	.5
Optional	Community			
Optional	Community			
<b>Cordelia Nguyen</b>	<b>High School Student</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>2</b>
<b>Bryce Baldrige</b>	<b>High School Student</b>	<b>06/30/2019</b>	<b>07/26/2018</b>	<b>1</b>

**First or second term completed—eligible for reappointment.**  
*Terming out after three terms for community members or two terms for high school students.*

\*Community—1 term is 2 years  
 High School—1 term is 1 year

02/18/2019



**Fiscal Year 2018-2019**

**COMMUNITY HEALTH COMMITTEE**

<b>COMMITTEE MEMBERS</b>	<b>POSITION</b>	<b>DATE OF TERM COMPLETION</b>	<b>BEG. OF TERM (appointment date)</b>	<b>TERMS SERVED*</b>
				<u>By 06/30/2019</u>
Vish Chatterji	Board Member/ Committee Chair			
Michelle Bholat, M.D.	Board Member			
<b>Jason Hove, M.D.</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/24/2015</b>	<b>2</b>
<b>Fred Manna</b>	<b>Community</b>	<b>6/30/2019</b>	<b>10/30/2013</b>	<b>3</b>
Laura Misel	Community	06/30/2020	07/24/2014	2.5
Steve Morgan	Community	06/30/2020	07/24/2014	2.5
<b>Mary Drummer</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>1</b>
<b>Virginia Green, Ph.D.</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>1</b>
<b>Marie Puterbaugh</b>	<b>Community</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>1</b>
Laurie Angress	Community	06/30/2020	07/26/2018	.5
<b>Jamie Lee</b>	<b>High School Student</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>2</b>
<b>Isaac Stein</b>	<b>High School Student</b>	<b>06/30/2019</b>	<b>07/27/2017</b>	<b>2</b>

**First or second term completed—eligible for reappointment.**  
*Terming out after three terms for community members or two terms for high school students.*

\*Community—1 term is 2 years  
 High School—1 term is 1 year





**Fiscal Year 2018-2019**

**STRATEGIC PLANNING COMMITTEE**

<b>COMMITTEE &amp; MEMBERS</b>	<b>POSITION</b>	<b>DATE OF TERM COMPLETION</b>	<b>BEG. OF TERM (appointment date)</b>	<b>TERMS SERVED (1 term is 2 years)</b>
				By 6/30/2019
Jane Diehl	Board Member/ Committee Chair			
Vanessa Poster	Board Member			
Gary Chuang, M.D.	Community	06/30/2019	07/22/2015	1.5
Mike Gin	Community	06/30/2020	07/24/2014	2.5
Omkar Kulkarni	Community	06/30/2020	07/24/2014	2.5
<b><i>Richard Propster</i></b>	<b><i>Community</i></b>	<b><i>06/30/2019</i></b>	<b><i>07/01/2013</i></b>	<b><i>3</i></b>
<b><i>Lyman Fox</i></b>	<b><i>Community</i></b>	<b><i>06/30/2019</i></b>	<b><i>07/27/2017</i></b>	<b><i>1</i></b>
<b><i>Vijay Jeste</i></b>	<b><i>Community</i></b>	<b><i>06/30/2019</i></b>	<b><i>07/27/2017</i></b>	<b><i>1</i></b>
Joey Farrales	Community	06/30/2020	07/26/2018	.5
Ricardo Reznichuk, M.D.	Community	06/30/2020	07/26/2018	.5
<b><i>Amanda Costley</i></b>	<b><i>High School Student</i></b>	<b><i>6/30/2019</i></b>	<b><i>07/27/2017</i></b>	<b><i>2</i></b>
<b><i>Isabella Scalabrini</i></b>	<b><i>High School Student</i></b>	<b><i>6/30/2019</i></b>	<b><i>07/27/2017</i></b>	<b><i>2</i></b>

**First or second term completed—eligible for reappointment.**  
*Terminating out after three terms for community members or two terms for high school students.*

\*Community—1 term is 2 years  
 High School—1 term is 1 year

# Rick Rasnick

September 15, 1959 - February 13, 2019



Rick Rasnick was a beloved Center for Health & Fitness member and 2018 Spirit of Wellness Honoree. As a young man, he starred as a center for San Jose State's football team in the early 80s. After graduating, he ascended through the coaching ranks – serving as offensive coordinator for the University of Utah and his alma mater before landing a head coaching job at Division I Eastern Michigan University in 1995. During his tenure at Eastern Michigan, he led the team to win 20 games in four years. Rick has passed at 59 years old.