



Public Notice

Intent to fill Board Member Vacancy

The City of Alameda Health Care District (District) was informed by Steven Wasson of his intent to resign from the Board of Directors on October 12, 2009 effective immediately. The District must appoint an individual to fill the vacant position on its Board of Directors.

Individuals interested in being considered for this appointment must submit an "Application Package", as described below, to the District. **The Application deadline has been extended and applications must be delivered to the District, at the address below, no later than 5:00 p.m., on Friday, November 20, 2009.**

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

The City of Alameda Health Care District Board of Directors consists of five representatives, elected at large, who are responsible for the policy direction of the District. Under statutory procedures established in California Government Code Section 1780, the vacant directorship will be subject to election in November 2010.

The District will conduct an Applicant Conference on December 3, 2009 at 6:00 p.m. in the 2 East Board Room at Alameda Hospital, for the purpose of familiarizing Applicants with the District and Alameda Hospital. Applicants are encouraged to attend. The Board of Directors plan to interview applicants, selected according to the procedures set forth below, at the District Board Meeting, to be held on Monday, December 7, 2009 at 5:30 p.m. The Board also plans to make the appointment on Monday, December 7, 2009 immediately following the interviews. Meetings will be conducted in the William Dal Cielo Conference Room.

Please contact the District Clerk at (510) 814-4001 or visit www.alamedahospital.org for more information.

Mail your Application Package to: City of Alameda Health Care District
Attention: Administration
2070 Clinton Avenue
Alameda, CA 94501

PROCEDURES TO FILL BOARD MEMBER VACANCY

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

Pursuant to Government Code Section 1780(a), the vacancy must be filled within 60, and a Notice of Vacancy must be posted in three or more conspicuous places in the District at least fifteen days before the appointment.

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

The District will accept applications on a district-wide basis and encourages qualified Applicants to apply. Final selection will be made by the Board, based on the best-qualified Applicant meeting the minimum requirements.

Process and Timeline.

On Friday, October 16, 2009 a Notice of Vacancy shall be posted and disseminated by posting in at least three conspicuous places within the District. The District shall also issue a press release announcing the vacancy and the procedures set forth herein.

On or before **Friday, November 20, 2009 at 5:00 pm**, Applicants must submit an "Application Package" to the District Clerk consisting of the following materials:

1. A signed letter of interest. The letter should contain a statement of qualifications and other information which will assist the Board in making its decision.
2. A resume or curriculum vitae.
3. The names and contact information for at least two references.
4. Applicants must also indicate any potential conflict of interest that they might have. This includes, but is not limited to, the Applicant and any immediate family member that has a financial interest in Alameda Hospital either as an employee, contractor or supplier, or through a professional relationship. In addition, all applicants must indicate if they have a conflict with respect to trade secrets that

might put Alameda Hospital at a disadvantage when instituting new or expanded programs.

5. Completion of Authorization for Background Investigation Form (see attached)
6. Applicant must also answer the following four (4) questions:
 - a. Why are you interested in becoming a member of the Board of Directors of the City of Alameda Health Care District?
 - b. What is your view of the role of the District Board versus the role of management in an organization?
 - c. What is your vision for the future of Alameda Hospital?
 - d. What unique value would you bring to the District Board?

All Application Packages that have been timely received will be forwarded to the Board members for their individual review. If there are more than ten applicants, each Board member will select, and forward to the District Clerk by Wednesday, November 18, 2009 the names of their ten recommended applicants for further consideration. The ten applicants receiving the most Board recommendations will be invited for interviews with the full Board. If there are less than 10 Applicants, all Applicants will be reviewed, vetted and interviewed by the full Board. All applicants to be interviewed by the Board are referred to as "Qualified Applicants". All Qualified Applicants will be notified of their status and an Information Packet will be made available to each of them. Any and all information obtained through the reference checks and vetting process will be considered a public record.

All Qualified Applicants are invited (and encouraged) to attend an Applicant Conference on Thursday, December 3, 2009 at 6:00 p.m. in the 2 East Board Room at Alameda Hospital. All Applicants will be interviewed by the full Board in open session on Monday, December 7, 2009 at 5:30 p.m. The Board also plans to make the final appointment on Monday, December 7, 2009 immediately following the interviews

Posted on: Friday, October 16, 2009

Fair Credit Reporting Act / State Consumer Reporting Compliance Procedures

If information from Corporate Screening Services, Inc. is used for employment purposes, the user has specific duties, which are set forth in Section 604(b) of the FCRA. The user must:

- Make a clear and conspicuous written disclosure to the consumer before the report is obtained, in a document that consists solely of the disclosure/authorization that a consumer report may be obtained. (please see document “**Sample Disclosure**”)
- Provide a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act. (Please see document attached)
- If any adverse action is to be taken based on the consumer report, a copy of the report and the document “A Summary of Your Rights Under the Fair Credit Reporting Act” must be provided to the consumer. (Please see document “Sample Before Adverse Action Letter”).
- Shortly after providing a copy of the report (10 days from the date of the letter in NY) a notice to the applicant advising that they are not being considered eligible for employment based on the background check conducted by the consumer reporting agency (Corporate Screening Services, Inc.) must be provided. This notice must include the name, address and phone of the consumer reporting agency as well as a summary of the consumer’s rights. The consumer’s rights document is attached to the back of each CSS report.

This notice must also advise the applicant that the consumer reporting agency did not make the hiring decision. (Please see document “Sample Adverse Action Letter” & “A Summary of Your Rights Under the Fair Credit Reporting Act”)

Special Notice for California Employers

California employers must comply with both the requirements under the California Investigative Consumer Reporting Agencies Act (ICRAA) section 1786 and also the FCRA. Under the ICRAA and the FCRA employers must:

Pre-Disclosure (Prior to ordering the report)

- (a)** Notify the candidate / employee in writing that an investigative consumer report will be requested. This notice must also include the name and address of the investigative consumer reporting agency and a check box for the candidate / employee to request a copy of the report. (See document “Sample Disclosure”), **(b)** provide the nature and scope of the investigation, (See document “Nature and Scope”) and **(c)** provide a summary of rights under the ICRAA. (See document “CA notice of rights”).

After report is complete

- Provide a copy of the report to the candidate / employee if the candidate / employee marks the box at the bottom of the disclosure indicating that they wish to receive a copy of their report.

If adverse action is to be taken based on the report

- Send “Sample Before Adverse Action Letter” including the entire report and the “CA Statement of Rights”. The FCRA Statement of Rights should also be provided however, it is included with every CSS report.
- Three (3) days later, send “Sample Adverse Action Letter” including the “CA Statement of Rights” and the document “Your Rights Under the Fair Credit Reporting Act.”

Because the nature of this information concerns your obligation under federal and state law, Corporate Screening Services, Inc. strongly recommends that you speak to your legal counsel for advice.

Alameda Hospital

NOTICE REGARDING BACKGROUND INVESTIGATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

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

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

ACKNOWLEDGMENT AND AUTHORIZATION

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

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

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

Name: _____
Please Print

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

Current Address _____

City _____ **/ State** _____ **/ Zip** _____

Drivers License Number _____ **State** _____

Signature: _____ **Date:** _____

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

Information in this document is intended only as a service to inform or be educational in nature. Nothing herein should ever be construed as legal advice or opinion, nor as the offer of such.

(Nature and Scope)

NATURE AND SCOPE OF INVESTIGATIVE CONSUMER REPORT

“California Use Only”

Check the background criteria ordered for the candidate!

REQUESTED SEARCHES (check all that apply)

- Social Security Number Trace
- Felony/Misdemeanor Conviction Search
- Civil Record Search
- OIG/GSA Excluded Parties/Debarment Report List Search
- Education Verification
- Office of Foreign Asset Control List Search

(CA Notice of Rights)

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Alameda Hospital intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for district board selection purposes. Thus, you can expect to be the subject of “investigative consumer reports” and “consumer credit reports” obtained for district board selection purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency (“ICRA”), the Company may investigate the information contained in your application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment/placement decisions. The source of any investigative consumer report (as that term is defined under California law) will be Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204. The source of any credit report will be [add name of credit bureau].

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA’s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

Para información en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

Information in this document is intended only as a service to inform or be educational in nature. Nothing herein should ever be construed as legal advice or opinion, nor as the offer of such.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

SAMPLE PRE-ADVERSE ACTION NOTIFICATION

Date

Dear _____:

You previously authorized Employer to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action in whole or in part based on this report. Enclosed please find (1) a copy of the report we obtained from Corporate Screening Services, [Address, and Telephone Number - Including Toll-free Number], (2) a summary of your rights under the Fair Credit Reporting Act, and (3) Article 23-A of the New York Correction Law, if applicable.

You may identify any errors, inaccuracies and/or otherwise respond to the information contained in the report within five business days from the date of this letter. If you choose to do so, you must contact Employer at [add Contact Information]. If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (*i.e.*, the source of the information contained in the report), you should contact the agency identified above directly.

Sincerely,

Employer

SAMPLE ADVERSE ACTION LETTER

Date _____

Dear _____:

We regret to inform you that Employer [... is unable to offer you employment), or (... will terminate your employment effective _____), or (... has decided not to offer you a promotion)].*

This decision was based in whole or in part on information contained in a report from Corporate Screening Services, Inc., 16530 Commerce Court, Cleveland, OH 44130, Phone: 800-229-8606, Fax: (440) 243-4204, a copy of which was previously given to you. The agency did not make this employment decision and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. Under Section 611 of that Act, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

Massachusetts applicants or employees only (this section applies only if the report referenced above is a credit report): You have the right to obtain a free copy of your credit report within sixty days from the consumer credit reporting agency which has been identified on this notice. The consumer credit reporting agency must provide someone to help you interpret the information on your credit report. Each calendar year you are entitled to receive, upon request, one free consumer report. You have the right to dispute inaccurate information by contacting the consumer credit reporting agency directly. If you have notified a consumer credit reporting agency in writing that you dispute the accuracy of information in your file, the agency must then, within thirty business days, reinvestigate and modify or remove inaccurate information. The consumer credit reporting agency may not charge a fee for this service. If reinvestigation does not resolve the dispute to your satisfaction, you may send a letter to the consumer credit reporting agency, to be kept in your file, explaining why you think the record is inaccurate. The consumer credit reporting agency must include your statement about the disputed information in a report it issues about you.

California applicants or employees only (this section applies only if the report referenced above is a credit report): You have the right to obtain a free copy of your credit report within 60 days from the consumer credit reporting agency which has been identified on this notice and from any other consumer credit reporting agency which compiles and maintains files on consumers on a nationwide basis. Under California law, you also have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the report.

Sincerely,

*Identify any adverse action taken on the basis of the consumer report.