

**SPECIAL BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BUSINESS BOARD MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
October 05, 2016**

PRESENT: Donna Nicely, President Christopher Fagan, MD, Secretary
Gail McCarthy, 2nd Vice President John Friel, CEO
Rob Robbins, Treasurer Shelly Egerer, Admin. Assistant

ABSENT: Helen Walsh Sheri Mursick
Barbara Willey, 1st Vice President

STAFF: Garth Hamblin Mary Norman Erin Wilson
Megan Meadors Gerald Consiglio

OTHER: Barbara Brooks, w/QHR via phone conference
Gail Dick Steven Knapik, DO

COMMUNITY

MEMBERS: Natalie w/Grizzly Newspaper Julie Grande

OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to order at 1:00 p.m.

CLOSED SESSION

1. PUBLIC FORUM FOR CLOSED SESSION:

President Nicely opened the Hearing Section for Public Comment on Closed Session items at 1:00 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Closed Session at 1:00 p.m.

2. ADJOURNED TO CLOSED SESSION:

President Nicely called for a motion to adjourn to Closed Session at 1:00 p.m. Motion by Board Member Fagan to adjourn to Closed Session. Second by Board Member Robbins to adjourn to Closed Session. President Nicely called for a vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member Fagan - yes
- Board Member McCarthy - yes
- President Nicely - yes

RECONVENE TO OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to Open Session at 3:00 p.m.

2. ROLL CALL:

Donna Nicely, Gail McCarthy, Rob Robbins and Christopher Fagan were present. Also present were John Friel, CEO, and Shelly Egerer, Administrative Assistant. Absent was Barbara Willey.

3. FLAG SALUTE:

Board Member Robbins led the flag salute, all present participated.

4. ADOPTION OF AGENDA:

President Nicely called for a motion to adopt the agenda as presented. Motion by Board Member Robbins to adopt the agenda as presented. Second by Board Member McCarthy to adopt the agenda as presented. President Nicely call for the vote. A vote in favor of the motion was 5/0.

- Board Member Robbins – yes
- Board Member McCarthy – yes
- Board Member Fagan - yes
- President Nicely - yes

5. RESULTS OF CLOSED SESSION:

President Nicely reported that the all reports were unanimously approved in Closed Session:

- Chief of Staff Report
 - Initial appointment:
 - Sherrill Reynolds, LCSW - FHC
 - Re-appointment:
 - Jin Kim, MD – Emergency Medicine
 - Autumn Johnson, PA – Acute/Emergency Medicine
 - William Paik, MD – Tele Radiology
 - Matthew Pautz, DO – Orthopedic Surgeon
- Risk Management Report
- QI Management Report

President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan– yes
- President Nicely - yes

6. PUBLIC FORUM FOR OPEN SESSION:

President Nicely opened the Hearing Section for Public Comment on Open Session items at 3:03 p.m. Hearing no request to make public comment, President Nicely closed Public Forum for Open Session at 3:03 p.m.

7. DIRECTORS' COMMENTS:

- None

8. INFORMATION REPORTS:

A. Foundation Report:

- Ms. Walsh was not present.

B. Auxiliary Report:

- Ms. Dick thanked all who participated and donated to the 2nd Annual Golf Tournament.
- October 31 through November 4 , Mall In The Hall Hours are 9:00– 4:00 and Friday 9:00– 12: 00

9. CONSENT AGENDA:

A. September 14, 2016 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant

B. September 21, 2016 Special Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant

C. August/September 2016 Planning & Facilities Report: Michael Mursick, Plant Manager

D. Quarter Three Fire Life/Safety: Michael Mursick, Plant Manager

E. September 2016 Infection Control Report: Heather Loose, Infection Preventionist

F. Policies and Procedures:

- (1) Adult Intravenous Vancomycin Dosing and Monitoring Guidelines
- (2) Diagnostic Contrast Agents Used and Storage Policy
- (3) End of Life Care
- (4) Enteral (Tube Feeding)
- (5) Medicare Outpatient Observation Notice (Moon)
- (6) Scope of Service – Family Health Center
- (7) Suicide Precautions
- (8) Transfers – Bed to Stretcher, Bed to Wheelchair, Using a Hydraulic Lift, Using a Slider Board
- (9) Withholding and Withdrawing Life – Sustaining Treatment DHS

President Nicely called for a motion to approve the Consent Calendar as presented.

Motion by Board Member Robbins to approve the Consent Calendar as presented.

Second by Board Member McCarthy to approve the Consent Calendar as presented.

President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan – yes
- President Nicely - yes

10. OLD BUSINESS*

A. Discussion and Potential Approval of the TruBridge Amendment / Extension of Contract

- President Nicely reported this item was discussed in Closed Session and the Board was satisfied with the contract and the revisions made as requested.

President Nicely called for a motion to approve the TruBridge Amendment / Extension of Contract as presented. Motion by Board Member Robbins to approve the TruBridge Amendment /Extension of Contract as presented. Second by Board Member Fagan to approve the TruBridge Amendment / Extension of Contract as presented. President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan - yes
- President Nicely – yes

B. Discussion and Potential Approval of the Following Capital Budget Expenditure:

(1) Laboratory Main Blood Analyzer

- Mr. Hamblin reported the proposal is approximately \$50,000 comes with a three year warranty. After 3 year warranty expires we will buy an extended warranty at approximately \$10,000 per year.
- Mr. Consiglio this item was a non- capital with a feature of a3 year warranty which is at no cost and a standard agreement from other vendor would not provide a 3 year warranty.
- Board Member Fagan stated that the revision of the agreement the district potentially saved \$30,000 then what was presented at the Special Meeting; Board Member Fagan would like a list of what the machine is capable of and asked Mr. Consiglio to provide that information.
- The Board asked that Administration research adding an extra warranty at a discounted price when the agreement is executed; this is at the discretion of Administration.

President Nicely called for a motion to approve the Laboratory Main Blood Analyzer. Motion by Board Member Fagan to approve the Laboratory Main Blood Analyzer purchase and investigate an extended warranty. Second by Board Member McCarthy to approve the Capital Budget Policy and Procedure as presented. President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan– yes
- President Nicely – yes

11. NEW BUSINESS*

A. Discussion and Potential Approval of the Amendment to Allied Health Professional Rules and Regulations: Physicians Co-Signatures On Nurse Practitioner Notes:

- President Nicely reported that this item and contracts were discussed in Closed Session and would like to have a group motion on the action items New Business A and New Business C 1 through 5 with a recommendation to table 3.

President Nicely motioned to approve the Amendment to Allied Health Professional Rules and Regulations: Physicians Co-Signatures On Nurse Practitioner Notes and Item C: Contracts: Healing Hearts Counseling, Brian Biscotti, D.C, Cary Stewart, MD and Nutrition Ink/Nutricopia Contract. The William White, MD contract is tabled until the November Meeting. Second by Board Member Fagan to approve the Amendment to Allied Health Professional Rules and Regulations: Physicians Co-Signatures On Nurse Practitioner Notes and Item C: Contracts: Healing Hearts Counseling, Brian Biscotti, D.C, Cary Stewart, MD and Nutrition Ink/Nutricopia Contract. The William White, MD contract is tabled until the November Meeting. President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan - yes
- President Nicely – yes

B. Discussion and Potential Approval of Travel Expenses for Consultant (s) to complete Charge Description Master Review:

- Mr. Friel reported all travel expenses for QHR Consultants are to be approved by the Board according to the QHR Contract.
- Mr. Hamblin reported this is a Compliance Assessment and will be a legal counsel and client customer privilege report and there will be two consultants on site in November to complete the assessment.
- Board Member Fagan requested that Dr. Knapik is involved in the assessment and provided all reports.

President Nicely motioned to approve the QHR Consultant Travel Expenses not to exceed \$1,200.00. Second by Board Member Robbins to approve the QHR Consultant Travel Expenses not to exceed \$1,200.00. President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan - yes
- President Nicely – yes

C. Discussion and Potential Approval of the Following Contracts:

- (1) Healing Hearts Counseling Center
- (2) Brian Biscotti, D.C. Chiropractic Service Agreement
- (3) William White, M.D. OB/GYN Service Agreement
- (4) Cary Stewart, M.D. SNF Medical Director Service Agreement
- (5) Nutrition Ink Consulting Service Agreement

President Nicely motioned to approve the Amendment to Allied Health Professional Rules and Regulations: Physicians Co-Signatures On Nurse Practitioner Notes and Item C: Contracts: Healing Hearts Counseling, Brian Biscotti, D.C, Cary Stewart, MD and Nutrition Ink/Nutricopia Contract. The William White, MD contract is tabled until the November Meeting. Second by Board Member Fagan to approve the Amendment to Allied Health Professional Rules and Regulations: Physicians Co-Signatures On Nurse Practitioner Notes and Item C: Contracts: Healing Hearts Counseling, Brian Biscotti, D.C, Cary Stewart, MD and Nutrition Ink/Nutricopia Contract. The William White, MD contract is tabled until the November Meeting. President Nicely called for the vote. A vote in favor of the motion was 4/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- Board Member Fagan - yes
- President Nicely – yes

10. ACTION ITEMS:

A. Quorum Health Resource Report:

(1) October QHR Report:

- Ms. Brooks reported the following:
 - PFS Review will continue to be monitored.
 - HPG is going well.
 - Community Health Needs Assessment will be provided to the Board at next month's meeting.
 - Charge Master Review will be completed off site and managers will be educated of the Charge Master Review.
 - Two Board Members are attending the Trustee Conference next week.
 - Additional webinars are available on the website.
- Ms. Brooks provided information / highlights on the Annual Benefit Report provided; the report discusses the accomplishments completed by the hospital and the service QHR provided over the last year.
 - Hospital accomplishments in 2016 have been discussed in various meetings, annual SNF Survey; Increase Star Rating to 4, day's cash on hand decreased by 62 days, LLUMC Affiliation.
 - Several assessments have been completed with QHR and moving forward in a positive manner.

Board Member Fagan excused himself at 3:26 pm

President Nicely motioned to approve the QHR Report as presented. Second by Board Member McCarthy to approve the QHR Report as presented. President Nicely called for the vote. A vote in favor of the motion was 3/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- President Nicely - yes

B. CNO Report:

(1) September CNO Report:

- Ms. Norman reported the following information:
 - Board of Pharmacy POC was submitted on 9/30/16.
 - Training to take place on new IV pumps and defibrillators.
 - 7 am to 7 pm ED staff voted on changing hours; will make hours easier for transition of shifts.
 - 2 Swing Bed patients currently.
 - Music and Memory program has been accepted and training taking place
 - CDPH on site visit “as is review”.
 - PRIME Project Year End Report was submitted.
 - Nursing Admin Team will be attending Studer Conference (EmCare is paying for the conference).

President Nicely motioned to approve the CNO Reports as presented. Second by Board Member Robbins to approve the CNO Report as presented. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 3/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- President Nicely – yes

C. Acceptance of the CEO Report:

(1) August CEO Report:

- Mr. Friel reported the following information:
 - October 27 Meet & Greet to take place in the Mom & Dad Project.
 - Hospital sponsoring Halloween Booth in the Village.
 - Proposition 52 is on the November Ballot; the hospital has financially benefited from this proposition. Funding for IGT mechanism.
 - Pink Glove Dance came in 4th place out of seven small hospitals.
 - Special District training offered by LAFCO for Board Members and staff; registration form is attached.

President Nicely motioned to approve the CEO Report as presented. Second by Board Member Robbins to approve the CEO Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 3/0.

- Board Member Robbins – yes
- Board Member McCarthy – yes
- President Nicely – yes

D. Acceptance of the Finance Report:

(1) August 2016 Financials

- Mr. Hamblin reported the following information:
 - Increased cash on hand.
 - Surplus for the month of August doubled.
 - Expenses continue to run under budget.
 - Salaries are under budget.
 - Professional fees under budget.
- Board Member Robbins congratulated, Administration and employees for their contribution to the financial support with the district

(2) CFO Report:

- Mr. Hamblin reported the following information:
 - Field work for the Audit has been completed.
 - State 2011 Audit and indications are good news; money is owed to district but unsure of the amount at this time.
 - Surgery Performa is continuing; conducting meetings to ensure there are services we could provide out of surgery and remain profitable.
 - Cost report filed at the end of November and anticipating to have Audit presented at the December Board Meeting.

President Nicely called for a motion to approve the Finance Reports as presented. Motion by Board Member McCarthy to approve the Finance Reports as presented. Second by Board Member Robbins to approve the Finance Reports as presented. President Nicely called for the vote. A vote in favor was unanimously approved 3/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- President Nicely – yes

13. ADJOURNMENT

President Nicely called for a motion to adjourn the meeting at 3:56 p.m. Motion by Board Member Robbins to adjourn. Second by Board Member McCarthy to adjourn. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 3/0.

- Board Member Robbins – yes
- Board Member McCarthy - yes
- President Nicely - yes