

**BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT
BUSINESS BOARD MEETING MINUTES
41870 Garstin Drive, Big Bear Lake, Ca. 92315
March 02, 2016**

PRESENT: Donna Nicely, President Rob Robbins, Treasurer
Barbara Willey, 1st Vice President David M. Faulkner, Interim CEO
Gail McCarthy, 2nd Vice President Shelly Egerer, Admin. Assistant

ABSENT: Helen Walsh Christopher Fagan, M.D., Secretary
Gail Dick

STAFF: Kathy Gardner Garth Hamblin Megan Meadors
Sheri Mursick Sherry Greenway Erin Wilson

OTHER: Tom McCall, VP, w/QHR Deborah Tropp, Legal Counsel

COMMUNITY MEMBERS: Joseph Kelly ET Russell w/bigbearlake.net

OPEN SESSION

1. CALL TO ORDER:

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

CLOSED SESSION

2. 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.

3. ADJOURNED TO CLOSED SESSION:

President Nicely called for a motion to adjourn to Closed Session at 1:00 p.m. Motion by Board Member Willey to adjourn to Closed Session. Second by Board Member McCarthy 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 McCarthy - yes
- Board Member Willey – yes
- President Nicely - yes

RECONVENE TO OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to Open Session at 2:14 p.m.

2. ROLL CALL:

Donna Nicely, Barbara Willey, Gail McCarthy, and Rob Robbins were present. Also present were David M. Faulkner Interim CEO, and Shelly Egerer, Administrative Assistant. Absent was Christopher Fagan, M.D.

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 Willey to adopt the agenda as presented. Second by Board Member Robbins to adopt the agenda 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 Willey – yes
- President Nicely - yes

5. RESULTS OF CLOSED SESSION:

President Nicely reported the following action was taken in Closed Session:

- Workers Compensation Claims (Alpha Fund)

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 Willey – yes
- President Nicely – yes

President Nicely reported the board will be reconvening to Closed Session.

6. PUBLIC FORUM FOR OPEN SESSION

President Nicely opened the Hearing Section for Public Comment on Open Session items at 2:16 p.m.

- Joseph Kelly stated that he felt that the conference room is more inviting and the public is visible to the Board.

President Nicely closed Public Forum for Open Session at 2:16 p.m.

7. DIRECTORS COMMENTS:

- Board Member Robbins stated that this week is the one year anniversary of the loss of Micki Plummer; Board Member Robbins wanted to take a moment and recognize her achievements and the work of all the Auxiliary volunteers.

8. INFORMATION REPORTS:

A. Foundation Report:

- Ms. Walsh was not present to provide report.
 - ET Russell reported the Foundation will be meeting quarterly.

B. Auxiliary

- Ms. Dick was not present to provide report.

9. CONSENT AGENDA:

A. February 03, 2016 Board of Directors Meeting Minutes: Shelly Egerer, Admin. Assistant

B. February 2016 Planning & Facilities Report: Michael Mursick, Plant Manager

C. February 2016 Infection Control Report: Sheri Mursick, Infection Preventionist

D. January 2016, Human Resource Report: Erin Wilson, Human Resource Manager

E. Policies and Procedures:

1. Training and Travel Reimbursement
2. Safe Patient Handling Plan
3. Record Retention, Retrieval and Destruction

4. Communicable Disease Exposure and Post-Exposure Prophylaxis
5. State of California Technologist Restrictions- HR-MAN-3

- President Nicely requested confirmation of the Planning & Facilities Report; Mammo machine being installed.
- Mr. Faulkner reported PSI current concrete code has to be 3,000 pounds and at this time we fill the concrete is approximately more than 2,000. The seismic requirements may have been lowered; a report will be provided for the 2030 retro fit.
- The full Board would like all delinquent evaluations caught up; there is no reason there are so many past due, the managers know when evaluations are due and there should be accountability. Any employees who do not meet the training requirements are not on the schedule.
- Discussion took place on the Training & Travel Reimbursement Policy, the full Board agreed that this is not an education policy and feels one needs to be written and presented to the Board for potential approval; Board Member Robbins reported that the full Board has requested a policy for travel expenses and education; this policy is for all employees.
President Nicely reported that part of the Loma Linda Contract (Affiliation) included education and training and this should be included in the education policy; which will decrease cost; President Nicely would also like to add QHR training (s) to the education policy, QHR offers a variety of webinar trainings which would also further decrease expenses.
- Further discussion took place and the Board requested additional changes on the Reimbursement Policy. The full Board would like the travel expense form to have the conference documentation attached to the reimbursement form when submitted to accounts payable department as documentation of the conference attended. The Board did not think that more than one employee is needed to attend all conferences; the employee who attended the training should share the information to staff and that the department staff meetings should reflect the information from the conference in their meeting minutes; how many conferences/seminars is an employee allowed to attend in a year that BVCHD reimburses, is there a cap? What check and balances are in place to ensure staff is not abusing conferences? The Board also requests that management approves all conferences attended by staff. President Nicely stated that the full Board is responsible for spending the public funds; Board Member Willey stated she does not feel that staff needs to go out of the country for education unless the employee covers their own expenses; Board Member Willey also would like to ensure that the nearest conference is considered first for travel. The full Board requests that the name on the Reimbursement policy be changed and requested that the HR Manager provide an Education Policy by the April Board Meeting. Mr. Faulkner and Ms. Wilson stated that they will meet the Boards request.

President Nicely called for a motion to approve the Consent Agenda as presented. Motion by Board Member McCarthy to approve the Consent Agenda as presented. Second by Board Member Willey to approve the Consent Agenda 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 Willey – yes
- President Nicely - yes

10. OLD BUSINESS:

A. Discussion and Potential Approval of 2015 Audit Financial Statements: Conducted by JWT Partners:

- Board Member Robbins reported that the Finance Committee recommends that the Board approve the 2015 Audit Financial Statements; at the previous Board meeting the Board tabled the report until a final draft version was approved.

President Nicely called for a motion to approve the 2015 Audit Financial Statements as presented. Board Member Willey motioned to approve the 2015 Audit Financial Statements as presented. Second by Board Member McCarthy to approve the 2015 Audit Financial Statements 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 Willey – yes
- President Nicely - yes

11. NEW BUSINESS:

A. Discussion and Potential Approval of “Authorization To Bind” SHIP Grant:

- Mr. Faulkner reported the SHIP Grant is a Federal grant for small rural hospitals; the grant can be used for educational purposes to staff and consultants for assessments and is used for education purposes, assessments.

President Nicely called for a motion to approve the “Authorization To Bind” SHIP Grant as presented. Board Member Willey motioned to approve the “Authorization To Bind” SHIP Grant as presented. Second by Board Member McCarthy to approve the “Authorization To Bind” SHIP Grant 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 Willey – yes
- President Nicely - yes

12. ACTION ITEMS:

A. March Quorum Health Resource Report:

- Mr. McCall reported
 - Impact from David Perry’s visit will be provided once the report is finalized.
 - CEO candidate’s are on site for interviews Thursday & Friday.
 - The Compliance Assessment is under attorney client privilege; and will be completed in approximately a month.
 - Education is listed, Board Trustee Conference is scheduled for May.
 - Community Health Needs assessment is in process, community involvement is required by QHR.

President Nicely called for a motion to approve the March 2016 QHR Report as presented. Motion by Board Member Willey to approve the March 2016 QHR Report as presented. Second by Board Member Robbins to approve the March 2016 QHR Report 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 Willey – yes
- President Nicely - yes

B. CNO Report:

- Ms. Mursick reported the following (Mary Norman was not in attendance):
 - MOAB is Management Of Aggressive Behavior; there are combative patients in the ER which can cause employee workman comp issues. Training covers how to deescalate incidents.
 - RT, hired two per diem employees, replaced the lead therapist who is retiring and needed staff to cover shifts.

President Nicely called for a motion to approve the CNO Report as presented. Motion by Board Member McCarthy to approve the CNO Report as presented. Second by Board Member Robbins to approve the CNO Report as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.

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

C. Acceptance of the CEO Report:

(1) CEO Report:

- Mr. Faulkner reported the following information:
 - Sweetheart ball was successful, at this time we do not know the amount raised.
 - Room remodel is in process.
 - Polar plunge 16 employees and 6 additional family members are volunteering.
 - Fire/Life Safety Plan of Corrections is attached; there are minor corrections.

(2) CAH Annual Report:

- Mr. Faulkner reported the following information:
 - Team effort and a check list of what the district is doing.
 - This is an annual report and requirement per CAH.
- The Board stated there was a few errors and asked that the front be larger and provided to the Board.

President Nicely called for a motion to approve the CEO Report as presented. Motion by Board Member McCarthy to approve the CEO Report as presented. Second by Board Member Robbins to approve the CEO Report. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.

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

D. Acceptance of the CFO Report:

(1) January 2016 Financials

- Mr. Hamblin reported the following:
 - Cash balance increased \$2.349 million.
 - Day's cash on hand are 112 with the assistance of the USDA Loan.
 - Cash on hand has increased and previous months were extremely low.
 - Surplus for the month is \$275,000; under budget.
 - YTD Surplus is over \$1 million higher than budget.
 - Favorable report on claw backs which could be beneficial to the district.
 - FTE under budget.
 - Patient volumes under budget.
 - Swing bed has increased over the last few months above budget.
 - SNF has 15 residents at this time.
 - Clinic visits under budget continuing to work with physician.

(2) CFO Report:

- Mr. Hamblin reported the following:
 - David Perry was on site to complete an HFR review; should receive final report in approximately one week.
 - An analysis shows that converting to CAH the impact is favorable by \$1.4 million. This information will be provided to the MEC.

- At the end of this month we will have a resolution to email issues, upgrades to the network security and anti virus protection, will bring server in house.
- Board Member Robbins reported that this is a substantial savings of approximately \$45,000 for the District.

President Nicely called for a motion to approve the January 2016 Finance Report and CFO Report as presented. Motion by Board Member McCarthy to approve the January 2016 Finance Report and CFO report as presented. Second by Board Member Willey to approve the January 2016 Finance Report and CFO as presented. President Nicely called for the vote. A vote in favor was unanimously approved 4/0.

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

RECONVENE CLOSED SESSION

1. RECONVENE TO CLOSED SESSION:

President Nicely motioned to adjourn the meeting back to Closed Session. Second by Board Member Robbins. President Nicely adjourned back to Closed Session at 3:30 p.m.

RECONVENE OPEN SESSION

1. CALL TO ORDER:

President Nicely called the meeting to Open Session at 4:33p.m.

2. RESULTS OF CLOSED SESSION:

- President Nicely reported that the Board approved the following reports.
 - QI Report
 - Risk Report
 - Compliance 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 Willey – yes
- President Nicely - yes

3. ADJOURNMENT

President Nicely called for a motion to adjourn the meeting at 4:43 p.m. Motion by Board Member McCarthy to adjourn. Second by Board Member Robbins to adjourn. President Nicely called for the vote. A vote in favor of the motion was unanimously approved 4/0.

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