



Service Quality People Finance Growth



**HI-DESERT MEMORIAL HEALTH CARE DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES**

**March 8, 2011 at 6:00 p.m.**

*Helen Gray Education Center Boardroom  
6601 White Feather Road, Joshua Tree, CA 92252*

**Mission Statement:** *Hi-Desert Medical Center will provide superior service to improve the quality of life for people in the Morongo Basin*

**Vision:** *We are caring people providing extraordinary healthcare services.*

**Core Values:** *Integrity, Superior Service, Stewardship, Innovation, Teamwork, Dignity*

**IN ATTENDANCE:**

Board of Directors:

Director Hoffman, President  
Director Swella, Vice President  
Director Wilcox, Secretary  
Director Cooper, Treasurer  
Director Cole, Member at Large

Medical Staff:

Dr. Kasko, Chief of Staff

Excused Absence:

Administrative Staff:

Lionel Chadwick, CEO  
Judy Austin, COO/CNO  
Tom Duda, CFO  
Dan McClure, CIO  
Avelina Ortiz, Director of Quality Resources  
Barbara Staresinic, VP Human Resources  
Esther Tomaszewski, Administrator, CCC  
Joe Ruddon, VP Marketing and Business Development  
Bruce Oswald, Assistant Administrator of Ambulatory Services  
Angela Walton, Executive Assistant

Other Staff:

Jackie Combs, Director of Infection Control  
Jaime Martinez, Clinical Documentation  
Roxanne Missett, Director of HIS  
Joan Senelick, Director CRM  
Noelle Oliver, Director of Food & Nutrition  
Carreen Andrada, Interim Director of Surgical Services  
Stan Joyce, Director of Cardiopulmonary  
Mike Tilford, Director of Facilities  
Peter Stock, Director of Emergency Management  
Stan Halgison, Auxiliary  
Luke Mechum, Engineering Department  
Adele Nafziger, Controller



Media: No media were present

### **CALL TO ORDER**

Director Hoffman called the meeting to order at 6:03pm.

### **PLEDGE OF ALLEGIANCE & READING OF MISSION STATEMENT**

The pledge was led by the court of the Ms. Yucca Valley Pageant. Mr. Hoffman presented the young ladies with certificates of appreciation, flowers and a check.

### **PUBLIC INPUT**

No public input was presented.

▶ *If there are no corrections, the Agenda is approved as distributed.*

### **APPROVAL OF MEETING AGENDA**

Changes to agenda:

- Consent agenda – change Wade Smith from “Reappointment” to “Automatic Resignation”
- Table Medical Staff Bylaws until next Board of Directors meeting
- Table CEO evaluation to April meeting (closed session)
- Director Hoffman will lead discussion on Board bylaws

**MOTION 11—06: Motion made by Director Swella and seconded by Director Cooper to approve the amended agenda. The motion passed unanimously.**

### **BOARD EDUCATION**

Infection Control Department Overview – Jackie Combs, Director

Ms. Combs gave an overview of the Infection Control department, highlights:

- Infection Control Committee – Dr. Stephen Bush, Chairperson. Infection Control Committee reports to Medical Executive Committee.
- Surveillance
- Exposure Management
- Patient Care Guidelines
- Disinfection and Cleaning
- Construction and Renovation
- Physician and Employee Education
- Data Management – monthly reporting of infection rates
- JCAHO Survey Preparation
- Unannounced CA Patient Safety Licensing Survey



Ms. Combs informed the Board of who receives local area risk information. No questions were presented.

### **APPROVAL OF CONSENT AGENDA**

All Consent Agenda items listed below are considered to be routine by the Board of Directors and will be enacted upon by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the items will be considered following approval of the Consent Agenda.

MINUTES of the Board of Directors Meeting are approved as presented:

- Minutes of the Regular Meeting of the Board of Directors dated February 8, 2011
- Minutes of the Human Resources Committee Meeting dated February 3, 2011
- Minutes of the Joint Conference Committee Meeting dated February 3, 2011
- Minutes of the Governance Committee Meeting dated February 7, 2011
- Minutes of the Executive Performance Committee Meeting dated February 8, 2011
- Minutes of Facilities and Technology Meeting dated February 15, 2011
- Minutes of the Executive Performance Committee Meeting dated February 22, 2011
- Minutes of the Finance Committee Meeting dated February 23, 2011

### **CREDENTIALING**

#### **NEW APPOINTMENTS – March 2011**

- Recommendation to appoint **Ramana Kumar, M.D.** to the Provisional Courtesy staff and approve privileges for Emergency Medicine as requested. Service: Medical  
Appointment Period: 03/11 to 03/12

#### **REAPPOINTMENTS – March 2011**

- Recommendation to reappoint **John Grossman, DDS** to the CCC Associate Staff and approve privileges for mobile dentistry at the Continuing Care Center as submitted, no change requested. Service: Medical. Appointment Period: 03/11 to 03/13
- Recommendation to reappoint **Paul Langford, CRNA** to the Specified Professional Personnel Staff and approve privileges for Anesthesia as submitted, no change requested. Service: Surgical. Appointment Period: 03/11 to 03/13

### **RESIGNATIONS**

- Automatic resignation – Paul Segrist, M.D. He has left the area.
- Automatic resignation - Wade Smith, M.D.

**The following recommendations are being submitted to the Board of Directors for approval:**

- Recommendation to approve list of RN's for Medical Screening Exams in LDRP.
- Recommendation to approve the ICU department policy and procedure manual with changes and additions as listed.



- Recommendations to approve the Infection Control department policy and procedure manual with changes and additions as listed.
- Recommendation to approve deletion of ER policies and procedures as noted on attached two (2) memos.

▶▶ *Motion to approve the Consent Agenda as presented*

▶▶ **MOTION 11—07: Motion made by Director Cooper and seconded by Director Swella to approve the consent agenda as amended. Motion passed unanimously.**

Governance – Director Cole – did not provide input

EPC – Director Cole – attended as member of community

#### **INFORMATIONAL ITEMS & UPDATES:**

- Presentation of the HDMC Monument Sign **Dan McClure, CIO**
  - Mr. McClure presented proposed signs for the corner of Hwy. 62 and White Feather Road.
- Stark Law, Fraud & Abuse Updates **Cathy Salenko, Legal Counsel**  
**Best Best & Kriegar**

Ms. Salenko presented a detailed overview of the Stark Law, Fraud and Abuse:

- General definition of fraud and abuse, as well as examples
- Laws: Anti-kickback, False Claims Act, Fraud Enforcement Recovery
- Interpreters and enforcers of the laws (courts, compliance officers, CMS)
- Old and current model of how the government detects fraud; current model is to identify improper payments by data mining, random reviews
- False Claims Act – intent; claims must be knowingly submitted
- Penalties – civil monetary penalty of \$5,500 – 11,000
- Examples of kickbacks
- Stark is a Physician Self Referral Law
- Stark Analysis and Exceptions
- Differences between Anti-kickback and Stark
- Health Care Reform – mandatory reporting and repayment of overpayments, imposed deadline. Improper retention of overpayment is a false claim.
- Risk areas
  - Contract arrangements with physicians
  - Physician payments
  - Claims submission
  - Conflicts of Interest (financial relationships)

## DISCUSSION ITEMS

### Board of Directors Bylaws

### Director Hoffman

Director Hoffman – provided historical succession and linkage explanations of the appointments of committees and elections of officers to best suit the needs of the District. Recommendations have been submitted to Governance committee for review. Governance committee elected to bring the matters to the full Board. Items for discussion:

- Minimum Time on Board as pre-condition to assume office of Board President
- Vice President as preliminary candidate for President-Elect after President's term?
- Nomination Process for Officers and Committees
- Officer Term of Office
- Committee Term of Appointments
  - 2 years versus 1 for Committee Appointments
- Linkage of Committees to Officers
  - President Committees:
    - Joint Conference Committee (rotating chair with Chief of Staff)
    - Executive Compensation and Performance chair
    - Governance member
  - Vice President / President-Elect Committees:
    - Governance Committee Chair
    - Joint Conference Committee member
    - Executive Compensation and Performance member
  - Treasurer Committees:
    - Finance Committee chair
    - Facilities and Technology member
  - Secretary Committees:
    - Human Resources Committee chair
    - Finance Committee Member
  - At Large Member Committees
    - Facilities and Technology Committee Chair
    - Human Resource Committee member

Discussion: Director Hoffman provided historical succession and linkage explanations of the appointments of committees and elections of officers. Director Hoffman opened the floor to the full Board for discussion and the suggestions will be taken back to the Governance committee.

Director Swella – important to have continuity and consistency for the staff as well as for learning all that needs to be learned to serve on the Board. She is in favor of two-year commitments to committees.



Director Wilcox – does not believe it takes two years to get a full grasp of committee duties, and therefore does not see the need for two-year committee commitments.

Director Cole – feels that Board members will get better feel of District if committee appointments changed every year.

Director Cooper – agrees that terms should be one year for education purposes.

Dr. Wilcox suggested that the Board should have open forum of all Board members instead of Nominating committee for election of officers. Dr. Chadwick stated that because Finance committee and Facilities and Technology committee have the majority of the work, they meet monthly; the other committees meet less frequently (quarterly). Joint Conference committee, Board Bylaws and MEC bylaws are somewhat linked.

Recommendation of bylaw changes for April action:

- Nominations of officers will come through nomination process in December
- Officers would be appointed on annual basis (yearly) instead of two years. Dr. Swella opposed. 18-month minimum term for President will be eliminated. Recommendations will be drafted to come back to the full Board. Dr. Swella stated that committee meeting schedules were difficult to set and personal schedules as well as staff schedules have to be considered (in favor of two years).

#### **ACTION ITEMS:**

##### **1. ▶▶ Proposal for the audit of 2011 financial statements**

- This action recommends that the Board of Directors approve the management recommendation to engage Thomas L. Camp for the audit of the FY June 30, 2011 financial statements.
  - Mr. Duda presented the motion to contract with Mr. Camp to perform the audit of the financial statements.

**▶▶ MOTION 11—08: Motion made by Director Cooper and seconded by Director Wilcox to approve the management recommendation for the audit of the 2011 financial statements as amended. Motion passed unanimously.**

##### **2. ▶▶ 2011 Statement of Director Duties and Responsibilities**

- This action recommends that the Board of Directors affirm by formal resolution the 2011 Statement of Director Duties and Responsibilities in serving as a member of the Board of Directors of the Hi-Desert Memorial Health Care District.
  - Dr. Chadwick reported that the guidance for the statement of conduct was developed by California Healthcare Association.



►► **MOTION 11—09: Motion made by Director Cooper and seconded by Director Cole to approve the 2011 Statement of Director Duties and Responsibilities. Motion passed unanimously.**

**3. ►► Environment of Care Management Plans**

- It is recommended that the Board of Directors approve the revised Environment of Care Management Plans.
  - Mr. McClure presented the Management of the Environment of Care plans for District safety manual, which include:
    - safety management plan, which serves to provide a clean, safe working environment and manage activities to reduce the risk of injuries
    - security management plan, which serves to provide a peaceful healing environment with minimized risk of violence in any form
    - fire/safety management plan, which provides a framework to support, train, and maintain an effective fire safety program
    - hazardous material and waste management plan, to provide oversight for controlling biological, chemical, and radiological materials and waste
    - medical equipment management plan, to ensure that all medical equipment used in the diagnosis, treatment, and monitoring of patients is inspected, inventoried, and maintained
    - utilities management plan, to provide the essential services to support our buildings and mission
    - emergency operations plan, to provide a program that ensures effective response to disasters or emergencies having the potential to overwhelm District resources

Mr. McClure introduced Peter Stocks as the District Security Officer and explained that the policies go from Safety committee to Quality Council. Mr. McClure also stated the District tracks and trends incidents and then conducts performance improvements in the deficient areas.

►► **MOTION 11—10: Motion made by Director Swella and seconded by Director Cole to approve the Environment of Care Management Plans. Motion passed unanimously.**

**CHIEF OF STAFF REPORT (Service)**

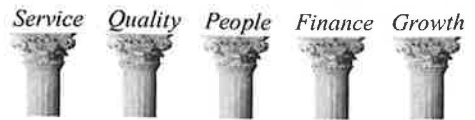
Andre Kasko, D.O., Chief of Medical Staff – No report

**ADMINISTRATIVE REPORT (Service)**

Lionel Chadwick, Chief Executive Officer presented the Administrative Services Report.

Highlights:

- CT construction project is underway
- Workforce Investment Board member representing Morongo Basin



- Members of Patient Safety Collaborative of California
- New logo is being utilized
- Thanks to Jackie Combs in her role as Director of Infection Control
- EHR will be rolled out soon in Rural Health Clinics

Director Hoffman asked when the new TV project in patient rooms will begin. Mr. Mecham stated the tentative start date is March 14. Mr. McClure added they are also installing point-of-care computers.

#### **CLINICAL SERVICES REPORT (*Service*)**

Judy Austin, Chief Operating Officer, presented the Clinical Services Report. Highlights:

- Three new members of clinical team were introduced: Noelle Oliver, Director of Food & Nutrition, Carreen Andrada, Interim Director of Surgical Services, and Stan Joyce, Director of Cardiopulmonary.

#### **FINANCE REPORT (*Finance*)**

Mr. Duda introduced the financial statements. No questions were presented.

#### **MARKETING REPORT (*Growth*)**

Mr. Ruddon presented the marketing report. Mr. Ruddon reminded the Board of annual District Health Fair on March 19. No questions were presented.

#### **CALENDARS:**

Director Hoffman: Times and dates are always subject to change. No changes were presented. The Board was reminded of Doctors Day reception on March 31.

#### **ITEMS FOR NEXT AGENDA:**

- Bylaws
- Closed session for CEO evaluation
- MEC Bylaws
- MEC Code of Conduct

#### **DIRECTORS' COMMENTS:**

**Director Hoffman:** Thanked the new staff members for attending. Director Hoffman extended new logo commendations to the staff. Relay for Life is April 16.

**Director Swella:** Thanked Ms. Combs for her presentation. To Mr. McClure, the new sign looks great. Thanked Cathy Salenko for being present.

**Director Cooper:** Thanked Ms. Combs for meeting with the school nurses. Thanked Cathy Salenko traveling for the Board of Directors' meeting.

**Director Wilcox:** Thanks to all.





**Director Cole:** Thanks Ms. Austin for bringing new staff, thanks to Mr. Rudson for new logo.

**ADJOURNMENT TO CLOSED SESSION:**

- Pursuant to section 32155 of the Health and Safety Code  
*Report Involving Quality Assurance Matters*

**ADJOURNMENT TO OPEN SESSION AND CLOSED SESSION REPORT:**

Director Hoffman adjourned the meeting to closed session at 8:15 pm. Closed session began at 8:25 pm.

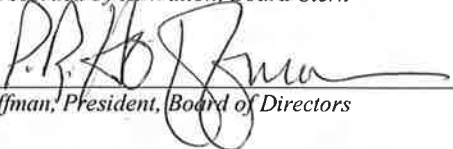
Director Hoffman adjourned the meeting to open session at 8:45 pm.


The Board of Directors reviewed information regarding a quality assurance matter. The Board of Directors directed administrative staff to take appropriate action.

**ADJOURNMENT:**

On motion duly made and seconded Director Hoffman adjourned the meeting at 8:46 pm.

*Minutes recorded by A. Walton, Board Clerk*

  
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*Paul Hoffman, President, Board of Directors*

  
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*Dennis Wilcox, Board Secretary*