



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

September 11, 2012 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 Swella, President
Director Cooper, Vice President
Director Hoffman, Treasurer
Director Cole, Secretary
Director Avels, Member-at-Large

Medical Staff:

Dr. Andre Kasko

Excused Absence:

Dr. Salhotra, Chief of Staff

Administrative Staff:

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

Other Staff:

Alice Brown, Home Health/ Hospice Director
Bob Joslyn, EVS Director
Shanon Aarup, Rehabilitative Services Director
Cindy Dietz, IT Director
Ora Rhine, FNS Director
Kathy Alkire, Director of Service Excellence
Angelina Yu, Decision Support Coordinator
Other Department Managers and Staff



Media No media present

Guests: Mary Jo Thornton, Unity Home
Susanna Barnett, Unity Home

CALL TO ORDER

Director Swella called the meeting to order at 6:00 pm.

PLEDGE OF ALLEGIANCE & READING OF MISSION STATEMENT

The Pledge of Allegiance was led by members of Unity Home. Dr. Swella presented the ladies with certificates. The ladies described the services of the Unity Home domestic violence shelter.

Moment of Silence in Honor of 911 Tragedy

Mission Statement: Read by Bruce Oswald

Vision Statement: Read by Dean Moore

Core Values: Read by Dan McClure

PUBLIC INPUT

There were no public comments.

APPROVAL OF MEETING AGENDA

▶▶ **MOTION 12—38:** Director Cole made the motion to approve the agenda, and Director Hoffman seconded.

BOARD EDUCATION

Shanon Aarup – Director of Rehabilitative Services: Ms. Aarup gave a detailed overview of the rehab services of the District:

- Some of the objectives of the department are to evaluate and re-evaluate on a regular basis to inform the physician of the patient's functional status and progress; and to provide appropriate treatments following evaluation to those individuals requiring intervention
- The overall goal of Rehabilitative Services is to improve or restore the following functions:
 - ✚ functional mobility
 - ✚ performance in activities of daily living
 - ✚ physical status
 - ✚ balance and coordination
 - ✚ speech or communication deficits
 - ✚ cognitive impairments
 - ✚ swallowing difficulties
- Services are provided to patients with a wide range of debilitating injuries requiring PT/OT/ST intervention



- Inpatient Rehabilitative Services provide Physical Therapy, Occupational Therapy, and Speech Therapy

The Board members thanked Ms. Aarup for her presentation. Director Swella welcomed Dr. Kasko, who attended the meeting in Dr. Salhotra's absence.

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 August 14, 2012
- ∞ Minutes of the Executive Performance Committee Meeting dated August 15, 2012
- ∞ Minutes of the Special Board of Directors Meeting dated August 22, 2012
- ∞ Minutes of the Finance Committee Meeting dated August 28, 2012

CREDENTIALING

NEW APPOINTMENTS – September 2012

There was no Medical Executive Committee Meeting scheduled for September; there will be no credentialing appointments or policies for approval during the September Board meeting.

▶▶ Motion to approve the Consent Agenda as presented

▶▶ MOTION 12—39: Motion made by Director Avels and seconded by Director Cole to approve the consent agenda. All members were in favor, and the motion carried.

BOARD COMMITTEE REPORTS:

- Finance Committee Report

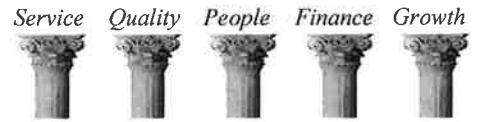
Paul Hoffman, Chair

- Director Hoffman reported that the committee met August 28, with a very productive meeting. Discussed were year-end totals and the June financial statements. Various departments are still not meeting budget expectations, census still remains below budget, and the full Board will hear information regarding District Financial Action Plan.

- Human Resources Committee Report

Korina Cole, Chair

- Director Cole reported the committee has not met since the previous Board meeting.



- Facilities & Technology Committee Report Martie Avels, Chair
 - Director Avels reported that the committee has not met since the previous Board meeting.
- Governance Committee Report Patricia Cooper, Chair
 - Director Cooper reported the committee will meet on October 2.
- Executive Performance Committee Report Dr. Dianne Swella, Chair
 - Dr. Swella reported that the committee met on August 15 to begin process of reviewing CEO agreement, and will be discussed in closed session at this meeting.

INFORMATION ITEMS - Presentations

- ∞ District Finance Action Plan – Update Angelina Yu, Decision Support Coordinator

Ms. Yu presented the update to the District Finance Action plan that was discussed with the Finance Committee in August. The original plan was shared with the Board of Directors in April 2012. Ms. Yu provided specific updates to:

- The estimated savings annualized is \$2,013,489
- Revenue opportunities – currently estimated at \$316,500
- Cost-saving opportunities – currently estimated at \$1,696,988
- Volume opportunities by category – to be determined
- Total number of Inpatient Days and Visits
- Programs currently under review: Labor & Delivery, Outpatient Rehab, Rural Health Clinics, Behavioral Health, Continuing Care Center, Home Health, Hospice and proactive approach on inpatient re-admissions
- Action plan approach
- Director Hoffman asked if self-pay patients can be broken out by age and location. There was discussion surrounding how Ms. Yu could address this issue.

ACTION ITEMS: There were no action items presented.

CHIEF OF STAFF REPORT (*Service*)

Andre Kasko, MD, OB: addressed his recent experiences with the lack of space for patients and the need for additional space in LDRP. He stated that community members have told him that they want to come to HDMC to deliver their babies.

ADMINISTRATIVE REPORT (*Service*)

Lionel Chadwick, Chief Executive Officer. Provided a verbal report and highlighted the following:

- Monument sign in place
- HDMC/ JBWD groundbreaking ceremony September 13, 9 am



- Moving spaces inside hospital to increase patient rooms, education facility
- Pyxis machines are in place and operational
- Medical orders/medical texting – IT has been working through this new issue
- Jackie Combs – providing infection control training for hospice volunteers

CLINICAL SERVICES REPORT (*Service*)

Judy Austin, Chief Operating Officer. Highlights:

- New learning center – thanks to Kathy Alkire and Carol Everest
- Hospice volunteer training program – fully operational
- In October, 3 staff members will be attending a BETA meeting and receiving an award

AMBULATORY SERVICES (*Service*)

Bruce Oswald, Ambulatory Services Director. Highlights:

- CAPS laboratory survey has recently been completed; surveyors were highly complimentary to the staff, and he publicly acknowledged Sue Shinaver and Dr. Stephen Bush for their efforts.
- Mammography – annual inspection occurred recently, and there were no reportable findings. Mr. Oswald publicly thanked Ms. Rebecca Cole for her work in this department.

CONTINUING CARE CENTER (*Service*)

Jackie Combs, CCC Administrator. Highlights:

- Receiving transfers locally
- CCC voted “Best of the Best” for senior care

FINANCE REPORT (*Finance*)

Tom Duda, Chief Financial Officer. Highlights:

- June financials were presented at last Finance meeting on August 28
- Auditor will be returning next week to finalize audit report, and it will be reported publicly at September Board meeting
- Mr. Duda addressed several findings in the audit report that will be discussed at length when the audit is presented
- Discussion of wastewater plant financial information – this issue will be recognized in 2013 budget, and the amount that will need to be transferred from investments will be \$2.6 million. This financial matter was previously unanimously approved by resolution at the August Board of Directors meeting.

MARKETING REPORT (*Growth*)

Joe Ruddon, Marketing/Business Development Director. Highlights:

- Groundbreaking for wastewater treatment plant on Thursday
- Strategic Plan has been published and is available on the website
- Saturday, October 20 is Pioneer Days in 29 Palms, HDMC will have a parade float



FOUNDATION REPORT

Dean Moore, Foundation President. Highlights:

- Director Swella stated that she is impressed with their mission and vision statements. Mr. Moore informed the Board that the work came out of their strategic planning session
- 30-Day readmissions issue is something that the Foundation is actively investigating
- RHC & FQHC and potential use of transportation grant
- There is another potential Board member Mr. Moore has met with

BOARD CALENDARS:

- Governance Committee meeting – has been changed to October 5, 9 am

Items for Next Board Agenda:

- Employee pharmacy idea
- Soup night for the night shift
- Director Avels requested a brief report on District nuclear medicine policy
- Audit report
- Biographies of the potential Foundation and FQHC Board members – contingent upon Governance Committee approval

Director Avels – Thanked physicians for luau in August, thanked Dr. Kasko for filling in for Dr. Salhotra, and read a compliment from a patient she received.

Director Cole – no comment

Director Hoffman – Thanks to Shanon Aarup for her rehabilitative services presentation, and congratulations to Ms. Combs on the CCC census. Director Hoffman stated that Rebecca Bock from mammography should be commended publicly at the next Board meeting.

Director Cooper – Shared that she has photos of luau, and thanked all staff.

Director Swella – Thanks to all for the teamwork, thanks to Bruce, Shanon, Angelina Yu, and Jackie. Director Swella reminded everyone of the candidate forum October 2.

ADJOURNMENT TO CLOSED MEETING – 8:10 pm

At this time, the Board adjourned the open meeting and moved into Closed Session.

CLOSED SESSION – 8:20 pm

- ⌘ Pursuant to section 32155 of the Health and Safety Code
Report Involving Quality Assurance Matters
- ⌘ Pursuant to section 54957 of the Government Code
Conference involving personnel/benefit issue – CEO Contract

ADJOURNMENT TO OPEN SESSION AND CLOSED SESSION REPORT – 9:00 pm



ADJOURNMENT:

On motion duly made and seconded Director Swella adjourned the meeting at 9:00 pm.

Minutes recorded by A. Walton, Board Clerk



Dianne Swella, President, Board of Directors



Korina Cole, Board Secretary



HI-DESERT MEDICAL CENTER

HI-DESERT MEMORIAL HEALTH CARE DISTRICT

Quality Health Care Happens Here

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

September 18, 2012 at 4:30 p.m.

Helen Gray Education Center Boardroom

6601 White Feather Road, Joshua Tree, CA 92252

760-366-6262

**Please turn all cell phones/pagers to off or vibrate.*

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

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TAB
LOCATION

IN ATTENDANCE:

Board of Directors:	Director Swella, President Director Cooper, Vice President Director Hoffman, Treasurer Director Cole, Secretary Director Avels, Member-at-Large
Administrative Staff:	Angela Walton, Executive Assistant

CALL TO ORDER

PUBLIC COMMENTS

The public comment portion of this agenda provides an opportunity for the public to address the Board of Directors on items not listed on the agenda that *are of interest to the public at large* and are within the subject matter jurisdiction of this Board. The Board of Directors is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to public comments at this time. Comments that concern individual incidences of patient care are welcome, however we encourage doing so only after other administrative avenues for redress have been fully exhausted. In all such instances we will be unable to ever respond publicly due to patient confidentiality obligations. In all cases, your concerns will be referred to the Chief Executive Officer for review and a timely response.

A "Request to Speak" form shall be submitted to the clerk of the Board and can be found at the entrance to the board room. Comments are to be limited to three minutes per speaker and shall not exceed a total of 20 minutes. All comments are to be directed to the Board of Directors and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. Public input may be offered on an agenda item when the item comes up for discussion and/or action. Members of the public who wish to speak shall proceed to the podium when called by the President of the board. Please state your name and community of residence for the record.

There were no public comments.

APPROVAL OF MEETING AGENDA

▶▶ **MOTION 12—40:** Director Cooper made the motion to approve the agenda, and Director Cole seconded. Minutes – Director Avels asked for one sentence in the closed session notes to be deleted. All were in favor.

ADJOURNMENT TO OPEN MEETING – 4:36 pm

CLOSED SESSION – 4:36 pm

- Pursuant to section 54957 of the Government Code
Conference involving personnel/benefit issue – CEO Contract

ADJOURNMENT TO OPEN SESSION – 5:48 pm

In closed session, the Board reviewed and discussed information regarding the CEO Employment Agreement and job description.

- Members of the Board expressed concern about the challenges of remaining competitive in CEO compensation during the current financial challenges facing the District.
- The CEO agreement was discussed in its entirety. It was the consensus of the Board members that the contract term would remain at five years.
- Several proposed changes and updates were made to the contract, and Dr. Swella stated she will contact Don Whiteside of HFS Consultants to get comparable compensation information.
- The CEO job description was also reviewed, and several recommendations for revisions were made.
- It was agreed by the full Board that the CEO employment agreement and job description would be revised with the recommended changes and sent to the CEO and Board for review prior to the Board of Directors meeting on September 25, 2012.

DIRECTORS' COMMENTS

No comments.

ADJOURNMENT:

On motion duly made and seconded Director Swella adjourned the meeting at 5:50 pm.

Notes recorded by A. Walton, Board Clerk


Dianne Swella, President, Board of Directors


Korina Cole, Board Secretary