



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

February 12, 2013 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 Cole, President
Director Avels, Vice President
Director Hoffman, Treasurer
Director Swella, Secretary
Director Cooper, Member-at-Large

Medical Staff:

Excused Absence: Dr. Prem Salhotra, Chief of Staff
Barbara Staresinic, VP Human Resources

Administrative Staff: Lionel Chadwick, CEO
Judy Austin, COO/CNO
Dan McClure, CIO
Bob Tyk, CFO
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: Sue Shinaver, Lab Director
Adele Nafziger, Controller
Donna Johnson, Employee Health Nurse
Shanon Aarup, Rehab Director
Kathy Alkire, Director of Service Excellence
James Walter, RHC Director
Other Department Managers and Staff

Guests Carlo Coppo, Esq., Legal Counsel, DiCaro, Coppo, & Popcke Law Firm

Media No media present



CALL TO ORDER

Director Cole 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 the 29 Palms High School Boys Basketball Team and Coach Kevin Cole. Director Cole presented the team with a small donation and certificates.

Mission Statement: Read by Director Swella

Vision Statement: Read by Director Hoffman

Core Values: Read by Director Cooper

PUBLIC INPUT

There was no public input.

APPROVAL OF MEETING AGENDA

▶▶ **MOTION 13—07:** Director Swella made the motion to approve the agenda, and Director Avels seconded.

SPECIAL CLOSED SESSION

At this time, audience and staff members were excused.

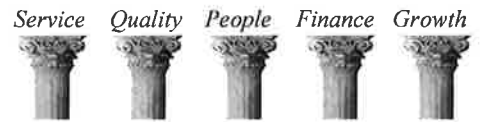
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Name of case: Dennis D. Wilcox M.D. v. Hi-Desert Memorial Healthcare District, et. al.; U.S. District Court Case No. CV11-01994-JHN (OPx)
- Pursuant to section 32155 of the Health and Safety Code
Report Involving Quality Assurance Matters

ADJOURNMENT TO SPECIAL CLOSED SESSION AND SPECIAL CLOSED SESSION REPORT

In closed session, the Board of Directors received information regarding a litigation matter from Carlo Coppo, Esq., of DiCaro, Coppo, & Popcke. The Board also received information on a quality assurance issue.

OPEN SESSION

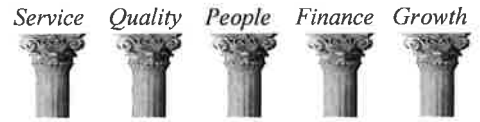
At this time, the Board re-convened the meeting for audience and staff.



BOARD EDUCATION – Infection Prevention and Control – Jackie Combs, CCC Administrator

Dr. Stephen Bush is the medical director. Ms. Combs presented the following:

- Regulatory Requirements
 - California Department of Public Health
 - The Joint Commission
 - CMS Conditions of Participation
- San Bernardino County of Public Health
 - TB Control
 - HIV Investigation
 - Sexually Transmitted Disease Investigation
- Collaborative
 - Southern California Patient Safety Collaborative
 - Hospital Engagement Network
- Resources
 - Center for Disease Control (CDC)
 - California Department of Public Health / Hospital-Acquired Infections
 - Association of Professionals in Infection Control (APIC)
- Infection Prevention & Control Plan
 - Evaluation of the effectiveness of the previous year's plan
 - Review of previous year's surveillance data
 - With the department directors, complete a Risk Assessment
 - Develop Infection Prevention & Control Goals
 - Data is presented to IC Committee, Quality Council & Joint Conference
- Scope of Work
 - Patients
 - Environment
 - Staff and Health Care Providers
 - Data Retrieval and Reporting
- Patient Care
 - Protect the Patient from Hospital-acquired Infections:
 - MRSA Screens
 - Healthcare Providers Hand Hygiene
 - Contact, Airborne, and Droplet Precautions
 - Review Diagnosis and Culture results
 - Antimicrobial Stewardship
 - Community Educations
 - Presentations
 - News Releases
- Environment
 - Environmental Surfaces
 - Cleaning process
 - Cleaning products
 - Construction



- Bio hazardous Waste
- Staff and Physicians
 - New Employee Education
 - Employee News Letter
 - Physician News Letter
 - Unit Specific Education
- Data Retrieval & Reporting
 - Mandatory Reporting Required by CDPH and CMS
 - Reported through the National Healthcare Safety Network (NHSN) a secure website supported by CDC
- Denominator Data by Month
 - Patient days by location
 - Patient admissions
 - Urine catheter days for ICU
 - Ventilator days for ICU
 - Central line days by location
 - All inpatient surgeries & cesarean sections
 - Healthcare Provider Influenza Vaccine Compliance
- Reported Infections
 - Devices (central lines, urine catheters, ventilators)
 - MRSA in the blood & Cdiff
 - Surgical Site Infections

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 January 16, 2013
- Minutes of the Finance Committee Meeting dated January 23, 2013
- Minutes of the Governance Committee Meeting dated February 7, 2013

CREDENTIALING

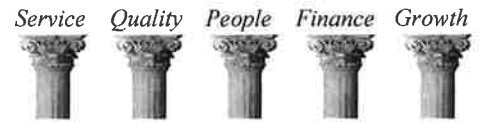
NEW APPOINTMENTS & REAPPOINTMENTS - February 2013

A. New Appointments

None

B. Reappointments

- **Recommendation to reappoint David Tang, M.D.** from Provisional to Courtesy Staff and approve privileges for Emergency Medicine as submitted with no changes. Proctoring Completed.
Service: **Medical.** Appointment Period: February 2013 – November 2014



- **Recommendation to reappoint Michael Hovsepian, M.D.** to Consulting Staff and approve privileges for Radiology as submitted with no changes.
Service: **Medical**. Appointment Period: February 2013 – February 2015

C. Resignation

- **Rebecca Rasmussen, LCSW** - Moved away
- **Elizabeth Pecoy, PA-C** (Emergency Medicine) No response to application

There are no medical staff policies for approval this month.

The following Administrative Manual policy recommendation is submitted to the Board of Directors for approval:

- Volunteer Application Process

Foundation Board Candidate Nominations

- This action recommends that the Hi-Desert Memorial Health Care District concur with Governance Committee recommendation to appoint the following nominees to serve as Members of the Board of Directors of the Hi-Desert Memorial Health Care District Foundation:

- ❖ Rosalin Schiller (3 year term)
- ❖ Rebecca Unger (3 year term)

▶▶ Motion to approve the Consent Agenda as presented

▶▶ MOTION 13—08: Motion made by Director Hoffman and seconded by Director Swella to approve the consent agenda with corrections.

BOARD COMMITTEE REPORTS:

- Finance Committee Report

Paul Hoffman, Chair

- Director Hoffman reported the committee met January 23 to discuss December financials. Director Hoffman reported on the losses for the month of December, including investment losses. Eleven departments came in under budget.

- Human Resources Committee Report

Patricia Cooper, Chair

- No report; Director Cooper reported the committee is scheduled to meet on Thursday, February 14.

- Facilities & Technology Committee Report

Dianne Swella, Chair



- No report; Director Swella reported the committee has not met since the last Board meeting.

- Governance Committee Report

Dianne Swella, Chair

- Director Swella reported the committee met on February 7, and discussed developing an abbreviated reporting format for Finance and Quality. Dr. Chadwick will bring a quality reporting format to back to Governance, and discussed the concept of a joint powers authority venture.

- Director Swella also reported the Governance Committee approved two members to the Foundation Board, Rosalin Schiller and Rebecca Unger. The committee also discussed the idea of having a liaison from District Board to attend CHC and Foundation Board meetings, and having Board Executive Sessions.

- Executive Performance Committee Report

Martie Avels, Chair

- No report; Director Avels reported that the committee has not met.

INFORMATION ITEMS

- Strategic Plan Quarterly Report – Joe Ruddon, VP Marketing/Business Development
 - Mr. Ruddon presented the critical issues quarterly report that the senior management team has developed in an abbreviated format. Director Avels stated for the public that the Board received this information prior to the meeting for review. Director Hoffman asked Mr. Ruddon to correct the names of two organizations on the report (Unity Home and Boys & Girls Club).
- Meaningful Use Update – Dan McClure, Chief Information Officer
 - Mr. McClure reported the District is exceeding criteria, and plans to report out at the March Board meeting.
- CCC Medi-Cal Reduction Update – Dr. Lionel Chadwick, CEO
 - Dr. Chadwick provided an update on the state's efforts to reduce the reimbursement rate for the CCC. There would be \$1 million back-payment due the state from the District if this measure succeeds (\$600,000 in cuts to CCC). Dr. Chadwick reported that hospital leaders are working together to address legislators. Dr. Chadwick stated that there may come a time where the District asks the community to weigh in on the measure. Dr. Chadwick reported that it may be helpful for one of the Board members to accompany him to Sacramento for Legislative Day.



ACTION ITEM:

1. ► **Rescinding of Previous Board Action from January 2013 meeting of the Board of Directors pertaining to the “establishment of a policy for Board of Director Approval of Investment Account Withdrawal” and replaced with a direction to management to establish policies and procedures as requested by the Finance Committee.**
 - *It is recommended by the Finance Committee that the Board of Directors:*
 1. *Rescind the previous Board action taken at the January 2013 meeting of the Board of Directors pertaining to the “establishment of a policy for Board of Director Approval of Investment Account Withdrawal”*
 2. *Replace it with direction to management to establish policies and procedures as requested by the Finance Committee to ensure that the Finance Committee and full Board of Directors are regularly apprised of the fund balance and activity of all District investment accounts.*

Dr. Chadwick reported that the Finance Committee discussed this matter at the January Finance Committee meeting and the committee decided that this action might be interpreted as micro-managing the finances of the District. Director Hoffman and the committee elected to have the prior action from the January Board meeting rescinded and have it replaced with another policy to be developed and presented by the date of the next Finance Committee. Once approved by the Finance Committee, it will be presented to the full Board.

►► **MOTION 13—09:** Director Hoffman made the motion to rescind the old action and to accept the new action, and Director Swella seconded. All were in favor, and the motion passed.

Director Avels asked that all Board members keep informed of the financial condition of the District on a regular basis.

CHIEF OF STAFF REPORT (Service)

Dr. Prem Salhotra, Chief of Staff: absent this meeting.

ADMINISTRATIVE REPORT (Service)

Lionel Chadwick, Chief Executive Officer. Dr. Chadwick highlighted the following:

- Reminder - Thursday, retirement reception for Tom Duda
- Management changes
- Update on town hall meetings with employees
- Volumes have been up in recent weeks
- Wellness program headed by Donna Johnson
- Visit from Carolyn Caldwell, CEO of Desert Regional Medical Center



CLINICAL SERVICES REPORT (*Service*)

Judy Austin, Chief Operating Officer. Highlights:

- Emergency Department leadership – Ms. Austin hopes to have an interim director in place soon.
- National Rural Health meeting – will provide details at March Board meeting. Ms. Austin reported she met with Paul Cook during the Rural Health meeting, and he sent his regards to the Board.

CONTINUING CARE CENTER (*Service*)

Jackie Combs, CCC Administrator. Highlights:

- Night meals for employees are going well

FINANCE REPORT (*Finance*)

Bob Tyk, Chief Financial Officer. Highlights:

- In process of closing January, gross revenue was 17 million, 7% higher than budgeted
- Patient volumes were 12.5% above last year
- CCC 3% higher than budgeted
- Cash flow was positive
- Met with Director Hoffman to discuss finance packet, and this year's audit. Thomas Camp has conducted audit for past five years, and Mr. Tyk is requesting the Board's permission to allow him to issue requests for proposals for the upcoming 2013 audit. Mr. Tyk informed the Board that it is customary to change auditors every few years. After discussion, the Board recommended Mr. Tyk proceed with the requests and provide an update to the Board in March.

MARKETING REPORT (*Growth*)

Joe Ruddon, Marketing/Business Development Director. Highlights:

- Anne Clark and Mr. Ruddon embarked on marketing trip to inform other communities of services provided at District
- Director Avels commented on the donations from the Auxiliary
- Mr. Ruddon thanked Mr. Tyk for donating his flat-screen television to the Helen Gray Education Center

FOUNDATION REPORT

Dean Moore, Foundation President. Highlights:

- Director Swella congratulated Mr. Moore on receiving the IRS 501(c)(3) deeming status for the Foundation.
- Morongo Basin Historical Society – reported on partnership with Foundation to begin development of a historical presentation of the hospital. Mr. Moore will reach out to the 29 Palms Historical Society to determine if they would like to engage in collaboration also.
- Water Treatment Plant – spoke with representatives of water districts and there have been some opportunities identified for possible funding. Mr. Moore will report at a later time once more information is received.



- Mr. Moore distributed the new materials for the Hand-In-Hand Fund to the Board. The new materials will be distributed to the department directors at their next meeting. Mr. Tyk is the first new enrollee of the Hand-In-Hand Fund.
- Copper Mountain College partnership – in talks with college to partner in their upcoming golf tournament, and a memorandum of understanding will be written. Mr. Moore discussed the Foundation's intentions for the funds received from the golf tournament, which is to put the funds toward the Martie Avels nursing scholarship. Mr. Moore reported Martie Avels has agreed to be the honorary spokesperson for this year's event. Director Cole spoke of the importance of the maintaining the scholarship.

COMMUNITY HEALTH CENTERS REPORT

James Walter, RHC Director. Highlights:

- Mr. Walter gave an update of the FQHC application, and reported they are almost ready to submit the application
- Sliding Fee Discount – soft opening occurred last week. Mr. Walter explained the concept of the sliding fee scale.
- December CHC Board meeting minutes are included in Board packet
- Mr. Walter briefly discussed taking on the transportation grant and reported on job postings for operations manager and drivers. They are in the process of pricing vans. Mr. Hoffman informed Mr. Walter that CalTrans is having a meeting next week to discuss medical transportation, and that he may want to consider attending.

BOARD CALENDARS:

- No changes

Items for Next Board Agenda:

- No items were presented

DIRECTORS COMMENTS:

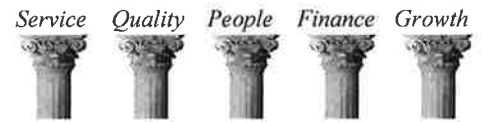
Director Avels – attended a recent meeting with Tortoise Rock casino representatives, and Basin Wide Foundation. Director Avels reported that Donna Munoz, local representative, is a good contact for the District.

Director Cole – thanks for all the hard work.

Director Hoffman – thanked Bob Tyk for overseeing Finance, thanked Mike McBride for coming to the meeting, and thanked Jackie Combs for her presentation. Director Hoffman also congratulated Mr. Moore on receiving the IRS deeming letter, and congratulations to James Walter on the FQHC project.

Director Cooper – thanks for all presentations.

Director Swella – said thanks to all, and thanked the Auxiliary. Director Swella stated to keep up the good work.



ADJOURNMENT TO CLOSED SESSION AND CLOSED SESSION REPORT

- Pursuant to section 32106 of the Health and Safety Code
Report Involving Trade Secret
Estimated date of public disclosure: March 2012

The Board of Directors met in closed session to receive information on a trade secret matter.

ADJOURNMENT:

On motion duly made and seconded Director Cole adjourned the meeting at 10:25 pm.

Minutes recorded by A. Walton, Board Clerk



Korina Cole, President, Board of Directors



Dr. Dianne Swella, Board Secretary