



**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

May 14, 2013 at 4:00 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*

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

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

Conflict of Interest Advisement

Hi-Desert Memorial Health Care District Board members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures:

“When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Board of Directors’ consideration of the agenda item.”

**TAB
LOCATION**

IN ATTENDANCE:

Board of Directors: Director Cole, President
 Director Avels, Vice President
 Director Hoffman, Treasurer
 Director Swella, Secretary
 Director Cooper, Member-at-Large

CALL TO ORDER – 4:00 pm

PLEDGE OF ALLEGIANCE

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.

▶▶ Indicates an agenda item to be considered for action by the Board of Directors.

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 – The agenda was approved as presented.

ADJOURNMENT TO CLOSED MEETING – 4:00 pm

- Pursuant to Government Code section 54956.9(b)(1) – Potential Litigation (1 case)

ADJOURNMENT TO OPEN SESSION – 5:00 pm

CLOSED SESSION REPORT:

In closed session, the Board received and discussed information regarding a potential litigation issue. The Board took no action at this time.

DIRECTORS' COMMENTS

Director Cole: no comment

Director Avels: no comment

Director Hoffman: no comment

Director Swella: no comment

Director Cooper: no comment

ADJOURNMENT – 5:00 pm

Minutes recorded by A. Walton, Board Clerk



Korina Cole, President, Board of Directors



Dianne Swella, Board Secretary



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

May 14, 2013 at 6:00 p.m.
Helen Gray Education Center Boardroom
6601 White Feather Road, Joshua Tree, CA 92252
760-366-6262

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: Dr. Prem Salhotra, Chief of Staff

Excused Absence: Dean Moore, Foundation President

Administrative Staff: Lionel Chadwick, CEO
Judy Austin, COO/CNO
Dan McClure, CIO
Bob Tyk, CFO
Joe Ruddon, VP Marketing and Business Development
Barbara Staresinic, VP Human Resources
Avelina Ortiz, Director of Quality Resources
Jackie Combs, Administrator, CCC
Angela Walton, Executive Assistant

Other Staff: Kathy Alkire, Director of Service Excellence
James Walter, RHC Director
Cindy Dietz, IT Director
Alice Brown, LDRP/Surgical Services Director
Kelly DeSantis, Director for Surgical and Obstetrical Services
Shelly Vincent, Clinical Resource Management Director
Sheila Hendricks, Emergency Department Manager
Virginia McCann, Behavioral Health Director
Brian Hughes, EVS Manager
Other Department Managers and Staff



Media No media present

CALL TO ORDER

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

Mission Statement: Read by Director Hoffman

Vision Statement: Read by Director Cooper

Core Values: Read by Director Swella

PLEDGE OF ALLEGIANCE & READING OF MISSION STATEMENT

The Pledge of Allegiance was led by members of the Boys & Girls Club of Hi-Desert. Director Cole presented the group with a small donation and certificates.

PUBLIC INPUT

There were no public comments.

APPROVAL OF MEETING AGENDA

▶▶ **MOTION 13—18:** Director Swella made the motion to approve the agenda, and Director Hoffman seconded. All members were in favor.

BOARD EDUCATION – Facilities and Emergency Management Overview – Bill Bulkley, Director of Facilities & Emergency Management

Mr. Bulkley described the department's responsibilities:

- The definition of emergency management: Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters
- The vision: Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. Emergency management is the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.
- The mission: Emergency management protects communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters, vulnerability to hazards and cope with disasters.
- Mr. Bulkley reported that emergency managers consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.
- All hazards within a jurisdiction must be considered as part of a thorough risk assessment and prioritized on the basis of impact and likelihood of occurrence.
- Emergency managers anticipate future disasters and take preventive and preparatory measures to build disaster-resistant and disaster-resilient communities



- Emergency managers use sound risk management principles (hazard identification, risk analysis, and impact analysis) in assigning priorities and resources
- Emergency managers ensure unity of effort among all levels of government and all elements of a community. Plans at all levels of local government must ultimately be integrated with and support the community's vision and be consistent with its values.

Director Hoffman asked how the department interfaces with the community, and Mr. Bulkley explained how he works with outside organizations, including MCAGCC.

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 April 9, 2013
- Minutes of the Executive Performance & Compensation Committee meeting dated April 10, 2013
- Minutes of the Facilities & Technology Committee Meeting dated April 16, 2013
- Minutes of the Governance Committee Meeting dated April 18, 2013
- Minutes of the Special Board/Finance Committee Meeting dated April 24, 2013
- Minutes of the Special Board of Directors Meeting dated April 29, 2013
- Minutes of the Human Resources Committee Meeting dated May 2, 2013

RELATED BOARDS

- Minutes of the Community Health Center Board of Directors Meeting dated March 27, 2013
- Minutes of the Foundation Board of Directors Meeting dated April 3, 2013
 - Foundation Financial Statements - March 2013
- Auxiliary Bylaws – Restated December 18, 2012

CREDENTIALING

NEW APPOINTMENTS & REAPPOINTMENTS - April 2013

The following MEC credentialing and privileging recommendations are being submitted to the Board of Directors for approval:

A. New Appointments

- **Recommendation to appoint Cory Ferguson, PA-C** to Allied Health Staff and approve privileges for Physician Assistant as submitted.
Service: **Surgical**. Appointment Period: May 2013 – May 2014

B. Reappointments

- **Recommendation to reappoint Madhusudhan Gupta, M.D.** to Active and approve privileges for cardiology lab, ICU, medicine as submitted with no changes.
Service: **Medical**. Appointment Period: May 2013 – May 2015



- **Recommendation to reappoint Narasimha P. Rao, M.D** to Courtesy and approve privileges for medicine, ICU, continuing care as submitted with no changes.
Service: **Medical**. Appointment Period: May 2013 –May 2015
- **Recommendation to reappoint Bradford Winans, M.D** to Courtesy and approve privileges for tele-radiology as submitted with no changes.
Service: **Medical**. Appointment Period: May 2013 –May 2015
- **Recommendation to reappoint Irvin Lee, CRNA** to Allied Health Staff and approve privileges for Anesthesiology as submitted with no changes.
Service: **Surgical**. Appointment Period: May 2013 – May 2015

The following Medical Staff policy recommendations are being submitted to the Board of Directors for approval:

- Utilization Management Plan – Clinical Resource Management Manual

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

- Appointment of Safety Officer – Safety Manual

▶▶ Motion to approve the Consent Agenda as presented

▶▶ MOTION 13—19: Motion made by Director Swella and seconded by Director Avels to approve the consent agenda, with one correction. All were in favor.

Director Hoffman – motion 13-17 correction (change “policy” to “selection of audit firm”). Director Cole asked for Governance Committee to be pulled for discussion; commented that she is not in favor of making related Boards (Foundation, CHC Governing Board & Auxiliary) report to Governance Committee as opposed to full Board. Director Cole stated she prefers to have the process remain that the related Boards continue to make reports to full Board.

BOARD COMMITTEE REPORTS:

- Finance Committee Report

Paul Hoffman, Chair

- Director Hoffman reported the Finance Committee met on April 24 to discuss March financial statements. All Board members were present for this meeting for the purpose of engaging in discussion regarding financial actions being taken by the District. Director Hoffman reported that the representative from Morgan Stanley (Kevin Danni) was present during the April meeting and made the recommendation of investing \$100,000 with Miller Howard, which amounts to 6% of the District’s portfolio. This would lower the overall risk of the District’s total portfolio. Mr. Danni also recommended investing another \$100,000 in a GE corporate bond. Mr. Danni also



informed the Board of their options to pursue a line of credit, but no action was taken on this matter. Director Hoffman also reported there were strong collections and an increase in cash. The Finance Committee is forwarding an action item for replacement of OR lights totaling approximately \$175,000; this amount does not include cost of construction. Director Hoffman also reported the budget workshop is scheduled for May 31.

- Human Resources Committee Report Patricia Cooper, Chair

- Director Cooper and reported that the committee met May 2 and discussed employee recognition, salary reviews and wage comparisons. She also detailed Hospital Week events, and Martie Avels scholarship updates, per diem difference and upcoming budget. Director Hoffman asked for copies of several reports, terminations, percentage of turnover, 30/90 employee comments.

- Facilities & Technology Committee Report Dianne Swella, Chair

- Director Swella reported that the committee met April 16, received reports on capital expenditures for the year, including Meditech, detailed activities of FAT.

- Governance Committee Report Dianne Swella, Chair

- Director Swella reported that the committee met April 18, having compliance committee go through Governance committee, with standing agenda item, will be incorporated into Governance committee charter, and related Board minutes will go through Governance with reports from representatives from related Boards. Board education will be planned in the near future.

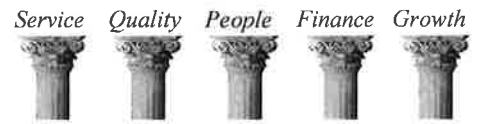
- Executive Performance Committee Report Martie Avels, Chair

-Director Avels reported that the committee discussed past EPC directives to the CEO and discussed future CEO goals, and will be meeting in the next few weeks to discuss the evaluation procedure.

INFORMATION ITEMS

- **Meaningful Use Presentation** – Korina Cole, Board President

Director Cole deferred to Mr. McClure, who reported that CMS has sent the first installment for \$754,457 to the District. Dr. Chadwick reported that these funds will be allocated to operations.



- **Transportation Grant Update** - James Walter, Director of Community Health

Mr. Walter reported on the \$83,000 grant for transportation. A transportation coordinator and two part-time drivers have been hired, and a van has been acquired and is currently being serviced. There have been approximately 90 trips completed throughout the District so far, and there is a dedicated cell phone for the van. Door to door emergency services will be implemented in the near future. Mr. Moore is currently completing the application for year two of the grant.

- **Strategic Plan Quarterly Report** – Joe Ruddon, VP Marketing/Business Development

Mr. Ruddon reported that the abbreviated reporting format was included in the Board packet. He gave an update on events happening in the District, such as the Leadership Academy.

ACTION ITEM:

►► Replacement Lights for Operating Rooms 1 & 2 – Dan McClure, CIO

- *It is recommended that the Board of Directors approve the purchase and installation of replacement lights for the District's main operating rooms 1 & 2. The OR lights are a budgeted item and the cost of the lights along with the installation will be approximately \$174,613.*

Mr. McClure and Kelly DeSantis stated that this project is OSHPD-approved and has been through the Facilities and Finance Committees. Preconstruction walk-through has occurred and will be open for bid next week. There may be cost variances once bids are received, and if costs change, the Board will be informed.

►► MOTION 13—20: Director Hoffman made the motion to approve the replacement of the OR lights, and Director Swella seconded. All were in favor, and the motion passed.

CHIEF OF STAFF REPORT (Service)

Dr. Prem Salhotra, Chief of Staff: Dr. Salhotra thanked the Board for approving the OR lights.

Highlights:

- iDoc medical record system is a success thanks to Sharon Kolch and Dr. Chadwick.
- Meaningful use check should be used for upgrading radiology and mammography equipment.
- Medical staff is moving forward with working in electronic medical records, have pre-approved some order sets.
- The pain clinic (rural health clinics) under Dr. Asfaha is working very well, and provides a service to needy Medi-Cal patients. He described several successes of the rural health clinics, including transportation services. He also described the need for mental health services due to local mental health agency is closing.
- 30-day readmissions is still a top issue for hospitals



ADMINISTRATIVE REPORT (*Service*)

Lionel Chadwick, Chief Executive Officer. Highlights:

- Appreciation to Dr. Salhotra and medical staff for working hard in electronic medical records and setting up order sets
- Old CT will be removed in the near future to make room for digital mammography
- In process of having discussions with the county to take over mental health services locally
- In beginning stages of planning benefits year; doing this in light of health reform
- Appreciation to wellness committee for arranging many wellness activities for the District employees and working on smoking cessation activities
- Board of Supervisors approved participation in low-income health plan; Dr. Chadwick described the process of Medi-Cal eligibility

CLINICAL SERVICES REPORT (*Service*)

Judy Austin, Chief Operating Officer. Highlights:

- Friday will be recognizing CMC nursing graduates and the Board is invited
- Physical therapy room is ready and will be running in approximately nine days
- Overflow of CCC rooms in hospital
- Recognized Alice Brown, who will be retiring soon. Board is invited to her retirement recognition on May 29
- Dr. Kasko recognition – Director Hoffman asked for clarification on this item, and Ms. Austin explained the BETA Quest for Zero project
- Director Cole asked that the new directors get the mentoring they need to properly lead their respective departments from Ms. Austin and Ms. Ortiz. Ms. Austin reported that Mr. Tyk also has a new director, and they have been attending the LEAD Academy through HASC. Ms. Austin also described other leadership measures taken

CONTINUING CARE CENTER (*Service*)

Jackie Combs, CCC Administrator. Highlights:

- Opening of CCC overflow on May 23
- Elder Games will occur with luncheon
- Reported on recent surveys

FINANCE REPORT (*Finance*)

Bob Tyk, Chief Financial Officer. Highlights:

- April – meaningful use provided a net gain in April. Cash receipts of over 7 million in April. Budget will be ready by May 31 meeting, and will be provided ahead of meeting.
- Deposited \$500,000 of meaningful use funds in investment fund
- New Director of CRM will make a presentation to Board in July, and Donald Carr in HIM is an asset

MARKETING REPORT (*Growth*)

Joe Ruddon, Marketing/Business Development Director. Highlights:

- Shared new marketing materials that are being distributed to community



- Also showed the Districts Facebook page
- Ms. Staresinic reminded the Board on Hospital Week activities

FOUNDATION REPORT

Dean Moore, Foundation President. Absent this meeting.

COMMUNITY HEALTH CENTERS REPORT

James Walter, RHC Director. Highlights:

- 100% on IEHP audit
- Briefly described transportation activities

BOARD CALENDARS:

- No changes

Items for Next Board Agenda:

- Security presentation for education

DIRECTORS COMMENTS:

Director Avels – Stated how important it is to make it so that more doctors want to practice here, thanks for prioritizing

Director Cole – Happy Nurses Week

Director Hoffman – Thanks to all for hard work, congratulations to all on meaningful use funds, transportation, OR lights, PT services in June, and CCC on no CMS findings

Director Cooper – Thanks to all presenters and thanks for digital mammography

Director Swella – Appreciates the teamwork

CLOSED SESSION – 7:50 pm

- Pursuant to section 32155 of the Health and Safety Code
Report Involving Quality Assurance Matters
- Pursuant to section 32106 of the Health and Safety Code
Report Involving Trade Secret
Estimated date of public disclosure: July 2013
- Pursuant to Government Code section 54956.9(b)(1) – Potential Litigation (1 case)

ADJOURNMENT TO CLOSED SESSION AND CLOSED SESSION REPORT – 8:45 pm

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

ADJOURNMENT:

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

Minutes recorded by A. Walton, Board Clerk

Handwritten signature of Korina Cole.

Korina Cole, President, Board of Directors

Handwritten signature of Dr. Dianne Swella.

Dr. Dianne Swella, Board Secretary



**MINUTES
HI-DESERT MEMORIAL HEALTH CARE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
FINANCE/BUDGET WORKSHOP**

May 31, 2013 at 3:00 p.m.

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

*Teleconference Location for Director Martie Avels
938 SE 22nd St
Eugene, Oregon 97401
(541)434-0329*

****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*

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

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

**TAB
LOCATION**

CALL TO ORDER

PRESENT

Director Korina Cole
Director Dianne Swella
Director Patricia Cooper
Director Paul Hoffman
Director Martie Avels (attending by phone)
Lionel Chadwick, Chief Executive Officer
Judy Austin, CNO/COO
Bob Tyk, Chief Financial Officer
Dan McClure, Chief Information Officer
Jackie Combs, CCC Administrator
Barbara Staresinic, Human Resources Director
Joe Ruddon, VP Marketing & Business Development
Adele Nafziger, Controller

COMMUNITY PRESENT

No community members present

No media present

CALL TO ORDER

Director Cole called the meeting to order at 3:00 pm.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF AGENDA

Agenda was approved as presented.

ADJOURNMENT TO CLOSED SESSION:

- Report Involving Trade Secret – Health & Safety Code section 32106
Discussion will concern possible new program or services.
Estimated date of public disclosure – July 2013

ADJOURNMENT TO OPEN SESSION AND CLOSED SESSION REPORT:

In closed session the Committee reviewed budget-related issues, as well as engaged in detailed discussion regarding the District's financial condition; estimated date of public disclosure July, 2013.

ADJOURNMENT: 4:45 pm

Minutes recorded by A. Walton, Board Clerk



Korina Cole, President, Board of Directors



Dr. Dianne Swella, Board Secretary

