



Hi-Desert Memorial Health Care District dba  
**Morongo Basin Healthcare District**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**MINUTES**

**November 23, 2015 at 6:00 p.m.**

*Convened at the District Offices*

*6530 La Contenta Road, Suite 100, Yucca Valley CA 92284*

*760.820.9229*

- **Mission Statement:** *To improve the health and wellness of the communities we serve.*
- **Vision:** *A healthy Morongo Basin.*
- **Core Values:** *Commitment, Collaboration, Accountability, Dignity, Integrity.*

Board of Directors:

- Director Cooper, President
- Director Avels, Vice President
- Director Sullivan, Treasurer
- Director Doyle, Secretary
- Director Hoffman

Media: None present

Administrative Staff:

- Jackie Combs, CEO
- Craig Best, CFO
- Karen Graley, Board Clerk

Guests:

- Dean Moore, President HDMHCD Foundation
- Nora Maughan, Exec Director, Hi-Desert Family Health Clinics
- Kathy Alkire, Family Health Clinics

**CALL TO ORDER**

Director Cooper called the meeting to order at 6:00.

**ROLL CALL**

Karen Graley, Board Clerk, conducted roll call:

- Director Cooper: present
- Director Avels: present
- Director Sullivan: present
- Director Doyle: present
- Director Hoffman: present

**OBSERVANCES**

- Director Sullivan read the healthcare district's mission statement.
- Director Cooper read the healthcare district's vision statement.
- Director Avels read the healthcare district's core values statement.
- Director Hoffman led the Pledge of Allegiance.

**PUBLIC COMMENTS**

No public comment.

**APPROVAL OF MEETING AGENDA**



**Motion 15-84:** Director Doyle motioned to approve the meeting agenda as presented; motion was seconded by Director Avels; motion passed by unanimous vote.

### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda presented the following items for approval:

- Minutes: Regular Meeting of the Board of Directors, November 12, 2015

**Motion 15-85:** Director Doyle motioned to approve the consent agenda as presented; motion seconded by Director Sullivan; motion passed by unanimous vote.

### **STRATEGIC PLAN**

Morongo Basin Healthcare District Strategic Plan Update, Jackie Combs, CEO

Ms. Combs referred the Board of Directors to the meeting packet where the draft plan was presented. Staff will work on the document to identify and refine strategies and tactics.

The Community Health Center board has reviewed the plan's strategies but decided to keep their prior strategic plan; Ms. Combs will be incorporate their goals and strategies into the District's plan.

The Foundation will use the District's plan to build their strategic plan.

Director Hoffman questioned the timeframe of the draft document; the correct dates for the strategic plan will be 2016 to 2018.

### **REPORTS**

Financial Report, Craig Best, Director of Finance

Mr. Best presented the financial report located in the packet.

- Comprehensive report includes District, Clinics and Foundation information.
- Revenue: includes the annual Tenet lease payment (disbursed over 12 months); prepaid inventory; petty cash; partial payment of PTO liability (over 12 months); and the offset for Home Health. YTD is approximately \$1,690,000 as of October. Director Hoffman requested that the report include notes and explanation for outliers.
- Expenses: physician fees (remainder of Medical Director contracts) are under Professional Fees; there was a \$34,000 adjustment in October because of a data entry error (BBK); September had a reclassification for furniture; Purchased Services includes the Camden Group invoice and \$4,000 in adjustments. Director Hoffman requested a revised financial statement showing the above adjustments.
- Director Hoffman commended Mr. Best for the excellent work he has done in presenting the financial report. There was discussion about the reporting cycle for financial reports; general consensus was to include the current month's information and the YTD, including the current month.
- Director Doyle thanked Mr. Best for the consolidated income statement; it is a clear and concise representation of the financial information. Director Doyle requested that Dental services be called out just as Behavioral Health, etc.
- Cash Flow Statement: not presented.
- Balance Sheet: Director Hoffman asked about "Other Payables." Mr. Best stated he would have to research the mapping for the program and advise.



### Morongo Basin Healthcare District Update, Jackie Combs, CEO

Ms. Combs presented the investment report in a supplemental handout.

- Page 1: Investment schedule. The first paragraph shows the bank accounts with variances; the second paragraph is the investment component with RBC. Also included are portfolio values. The Credit Card Account was used by the HDMC finance department; it appears the activity on the account has stopped so we may be able to close the account. Director Hoffman suggested that the report note the interest rate.
- Page 2: Presents banking activity taken from the bank statements. October still has hospital expenses included (old bills).
- Page 3: Check register.

Ms. Combs stated that the Medicare/Medi-Cal cost report was received; it shows reimbursement to Medicare/Medi-Cal of \$80,000.

Ms. Combs spoke with the Conifer regional office regarding the District's Legacy Accounts. After Thanksgiving, Conifer will be down to one FTE for processing our accounts. They show:

- \$375,000 anticipated from Insurance/Government accounts.
- Another \$1.2 million is due to Tri-Care who has been unresponsive to inquiries about the overpaid funds; the District is holding funds until TriCare requests reimbursement.
- A Medi-Cal audit may require \$486,000 take-back in funds.
- Self-Pay Accounts: \$5,700 is being written off because of small balances; the remainder is going through collections; 71 accounts will continue on payment plans.
- Ms. Combs now has access through Meditech to old accounts (finance and billing office) and can track status.

Using PowerPoint, Ms. Combs presented a floor plan of the adult department at the Yucca Valley Hi-Desert Family Health Clinics facility. Staff is proposing the construction of a wall to provide an additional office for expanding LCSW services. Also presented was a proposed remodel of the District office's breakroom to include an additional counter for buffet service and the installation of a small dishwasher.

Because the project is unbudgeted, policy requires the approval of the Board of Directors to proceed. The scope of both projects is limited. They briefly discussed policy for the quote process and stated threshold limits. The Directors immediately agreed that it was important to be transparent with public monies and instructed staff to present both projects as a single RFP. Staff will bring the project to the board for approval once all the information is assembled.

### Morongo Basin Healthcare District Website Update, Karen Graley, Director Public Relations

Ms. Graley presented a preview of the proposed website, showing the home and secondary pages. Designing the site is the priority project. Completion date is unknown at this time.

### **ACTION ITEM:** *Approval of the new Morongo Basin Healthcare District organization chart*

Ms. Combs presented the staff report requesting the approval of the new organization chart. The reorganization of the District is an outcome of the closed session meeting convened on October 20, 2015.



**Motion 15-86:** Motion by Director Sullivan to approve the Morongo Basin Healthcare District organizational chart as presented; second by Director Avels; motion approved by unanimous vote.

**ACTION ITEM:** *Approval of Resolution #15-11 authorizing the removal of Nora Maughan, Executive Director, Hi-Desert Family Health Clinics from District bank accounts not related to Hi-Desert Family Health Clinic business.*

Ms. Combs presented the staff report requesting the approval of Resolution #15-11. After lengthy discussion about the separation of monies and additional decisions to be made before implementing the resolutions, the Board of Directors and Staff agreed that Resolutions #15-11 and #15-12 should be tabled. Staff will bring the resolutions back to the board once the details are aligned.

Resolution #15-11 and #15-12 are the outcome of the closed session meeting convened on November 3, 2015.

#### **CALENDAR REVIEW AND COODINATION**

The calendar for the Board of Directors was reviewed and coordinated.

- December 9: general business meeting; there is only one meeting in December because of the holiday calendar
- December 10: Auxiliary installation luncheon. Ms. Graley polled the Directors for RSVP
- December 11: District Christmas Party

#### **NEXT AGENDA**

- Election of BOD officers
- Ethics training – annual training
- Form 700 in January

#### **DIRECTOR COMMENTS**

- Director Avels: loved the website design; pleased that the financial reports are being honed and providing the detail that the Board of Directors need.
- Director Doyle: great website design; great report from Jackie; happy with the strategic plan, we are headed in the right direction.
- Director Hoffman: We've come a long way; need to recheck the to-do list from the July, 2015 meeting that addressed what we were planned to do before we separated. Would like to review the affiliation agreement and create a matrix to insure agreement compliance. Jackie suggested cliff notes for the Board of Directs as the agreement is contained in five large notebooks.

#### **OPEN SESSION ADJOURNED**

Director Cooper adjourned the open session at 7:40 p.m. and granted a brief break before convening the closed session.



### CONVENE TO CLOSED SESSION

The Board of Directors convened at 7:45 p.m. to Closed Session pursuant to Government Code section 32106 of the Health and Safety Code: report involving Trade Secrets; and pursuant to Government Code section 32155 of the Health and Safety Code: report involving Quality Assurance Matters.

### RECONVENE TO OPEN SESSION

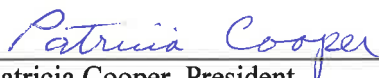
The Board of Directors reconvened to Open Session at 8:35 p.m. Director Doyle, Secretary of the Board, reported that in closed session the Board of Directors reviewed the management service agreement with the Foundation, and instructed Ms. Combs to

- Review the Management Service Agreement with the Foundation;
- The Foundation should develop a plan to be a stand-alone organization without financial support of the District; including a search for grants that would provide unrestricted funds to cover the President's salary; and write grants for Foundation programs (the District will continue to support the Foundation with office space, utilities and clerical support);
- Determine the payment history under the current Management Agreement with the Foundation.

### MEETING ADJOURNMENT

Director Cooper adjourned the meeting at 8:36 p.m.

*Board meeting minutes recorded by K. Graley, Board Clerk.*

  
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Patricia Cooper, President

  
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Marge Doyle, Secretary